E20. Policy Governing Alternative Assessment Requests

1. Introduction
All students are expected to be present for their examinations and timed assessments (including in-class tests) and are responsible for meeting set deadlines for coursework submission.

A student wishing to make a request for alternative assessment arrangements must follow the procedures set out in Procedure for Processing a Request for Alternative Assessment Arrangements: http://www.brookes.ac.uk/asa/exams/Regs.html! and provide appropriate documentary evidence, as set out below, to support the request.

2. Circumstances where alternative assessment arrangements are generally authorised

2.1. Bereavement, usually for attendance at a funeral service for a family member or close relative or friend

   Documentary Evidence: copy of the death certificate or letter from the Funeral Directors.

2.2. Official legal proceedings – Jury duty, appearing as a witness etc.

   Documentary Evidence: copy of the letter from the court requesting attendance.

2.3. Religious observance or belief – for example: Orthodox Jews, 7th Day Adventists and Muslim religious days etc.

   Documentary Evidence: letter from Head of Church or equivalent Faith/Belief Leader

2.4. Hospital attendance – usually non-elective surgery or if NHS rescheduling was unrealistic.

   Documentary Evidence: copy of letter from the hospital confirming appointment.

2.5. Military training or Active Duty requirements – usually involves activities that cannot be re-scheduled and will impact on future career opportunities.

   Documentary Evidence: copy of letter from the relevant authority.
2.6. Disabled Student.

Documentary Evidence: Report from Student Services.

3. Circumstances where alternative assessment arrangements may be considered

3.1. Matters affecting the welfare of the individual and may actively disadvantage their educational opportunities. Usually this involves examination clashes, special medical conditions, injury, etc

Documentary Evidence: letter from appropriate source (e.g. G.P, hospital, etc) or copy of student record shown on the Personal Information Page (PIP) in the case of examination or timed assessment clashes.

NOTE: Sickness at the time of an examination, in-class test, or preparation of coursework is supported outside of this policy, for details see point 1.3 of the Regulations for Students taking Assessment: [https://www.brookes.ac.uk/uniregulations/current/acadregulations/specific/assessments](https://www.brookes.ac.uk/uniregulations/current/acadregulations/specific/assessments)

3.2. National or International activities where the University or country of origin is represented.

Documentary Evidence: letter from organising body.

3.3. Compassionate grounds – usually involves the impending death of a close relative, major surgery involving a family member, matters associated with personal welfare, etc.

Documentary Evidence: letter from appropriate source (e.g. G.P, hospital, etc)

4. Circumstances normally excluded from alternative assessment arrangements

4.1. Personal holidays
4.2. Weddings
4.3. Job interviews
4.4. Expeditions
4.5. Work experience
4.6. Booked flights abroad/home
4.7. Sporting activities (unless representing the University or country of origin – see point 3.2 above)

Approved at Academic Board 16 June 2004