

Special circumstances

If you miss (or will miss) a few days because of minor illness/personal circumstances then fill-in a

Self-certification Form

This is especially important if you miss tutorials, labs, workshops, or project meetings.

Longer illness/personal

If the assessment is for only one module and is worth <5% of the final mark, the staff member who set the assessment can approve your form.

For multiple assessments and/or significant components (>5%), John Cockburn as Senior Tutor must approve your form.

Without an extenuating circumstances form all usual penalties will apply.

Longer illness/personal

For anything that lasts more than a week, occurs often, or affects any assessment fill-in an

Extenuating Circumstances Form

You will almost certainly need supporting documentation.

For illnesses get the UHS to provide a 'sick note' (even if that says that they told you not to come as it was viral).

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Forms are available from G12 or online:

www.sheffield.ac.uk/ssid/forms/

You must tell us about any extenuating circumstances as soon as is practical. You must tell us what happened and what effect this had on your studies.

We almost certainly require some supporting evidence.

It is very difficult to account for extenuating circumstances after the fact.