

Student Advice Service's
**GUIDANCE ON WRITING YOUR
PERSONAL STATEMENT FOR AN
EXAMINATION ALLOWANCE**



GUIDANCE THAT MAY HELP YOU WRITE YOUR PERSONAL STATEMENT

Where an application is made by your College for an Examination Allowance, it is expected that your Senior Tutor or Tutor shall provide a statement. Students may also wish to provide a brief statement outlining the impact of the illness or grave cause. This is your opportunity to let the University know of your circumstances and the impact these had on your ability to attend your examinations or submit an assessment by the deadline. Any statement should be concise, factual and linked to the relevant criteria. Statements will not normally exceed one side of A4.

You could consider the following points that may assist you in writing your personal statement:

- Describe your circumstances and why the illness or grave cause was so serious that it prevented you from either:
 - attending the exam; or
 - completing a substantive part of the exam; or
 - having the decision-making capacity to determine that you were not fit to sit the exam; or
 - completing the assessment by the deadline and applying for an extension.
- You will also need to state why it was unanticipated and entirely beyond your control.
- Give details of the support you sought, eg. you informed the invigilator and left the exam room, you contacted your Tutor, the College Nurse/Wellbeing Advisor, GP or another medical practitioner, etc. You will need to provide contemporaneous evidence from an independent, appropriately qualified source.
- If you did not seek support at the time or immediately after, it would be a good idea for you to explain why. If the issue was medical, you could speak with a medical professional to obtain post-hoc evidence. You could explain to them what happened (how you were feeling, when and what impact this had on your exams or ability to meet a deadline and apply for an extension) and ask them to write a letter. It would be helpful if in the letter the doctor offered their professional opinion of how your experience would have impacted you. Your doctor could also comment on why you could not obtain this information earlier. Evidence obtained after the impact of the illness or grave cause that states the student 'reported' they were impacted by illness or grave cause is unlikely to be sufficient.
- Include dates and times (where relevant for example if you had to leave an exam) in chronological order to outline your circumstances.

TEMPLATE - PERSONAL STATEMENT FOR AN EXAMINATION ALLOWANCE

Dear Exam Access and Mitigation Committee,

I am writing in support of my application for an Examination Allowance to [include the allowance requested (e.g. Allowed to Progress, Allowed the Examination etc.)].

I am a [include your student status and the degree you study towards], a member of [include the name of your College] College.

Body:

Describe your circumstances

If possible, include dates in chronological order

Explain the impact your circumstances had in either:

preventing you from completing an assessment and submitting an extension request; and/or on your ability to attend the exam; or required you to leave part-way through; or removed your decision-making capacity;

Indicate what support you accessed, if any. If you have not sought support or sought support after the event, explain why

Please find attached to my application supporting evidence from my [indicate who provided the evidence (e.g. GP or another medical professional, hospital admission, a death certificate, a letter from your College Tutor, DoS, College Nurse, etc.)].

Thank you for considering my application and I hope that the Committee will be satisfied that my mitigating circumstances are supportive of an Examination Allowance. I would be grateful if the committee would grant my request [include the allowance you requested].

Yours sincerely,

[include your name]

WHERE CAN I GO FOR MORE INFORMATION AND SUPPORT?



Consider speaking to your College Tutor, or you can access one-to-one advice, including guidance and feedback on your statement with from one of our Advisors at the Student Advice Service.

HOW CAN STUDENTS ACCESS ADVICE FROM THE STUDENT ADVICE SERVICE?

Please submit an appointment request or enquiry via our booking form which can be found here: www.cambridgesu.co.uk/advice/student-advice-service/contact
We are also happy to communicate with students by email, only if that is what they prefer.

Our office hours are Monday - Friday 9am - 5pm, all year round (excluding Bank Holidays).

USEFUL RESOURCES

Student Advice Service Information and Resources on Exams
www.cambridgesu.co.uk/advice/information/exams/

University of Cambridge Exam Access and Mitigation Committee's webpage on Examination Allowances
<https://www.cambridgestudents.cam.ac.uk/exams/eamc/guidance-notes-and-application-forms/exam-allowance>

University of Cambridge - Mitigation
www.cambridgestudents.cam.ac.uk/your-course/examinations/mitigation

University of Cambridge - Reviews of Decisions of University Bodies
<https://www.studentcomplaints.admin.cam.ac.uk/reviews-decisions-university-bodies>

Office of the Independent Adjudicator Good Practice Framework for Additional Consideration
www.oiahe.org.uk/media/2544/oia-gpf-requests-for-additional-consideration.pdf