FLOWCHART OF PROCESSES FOR EXAMINATION RELATED ISSUES

Something's gone wrong with my examination

What kind of issue did you have?

Unanticipated illness or grave cause

What course are you studying?

Postgraduates studying for:
BD, BusD, MD, EngD, Vet MD, MSc, PhD, Mlitt, PhD by special regs., MPhil by Dissertation, Cert. of PG Study

Undergraduates, EMBA, LLM, MASt, MBA, MCL, MEng, MFin, MMath, MMus, MSci, PGCE, M.Res, MSt or MPhil by Advanced Study, PG Dip. in Economics, PG Diploma in Legal Studies and International Law
(*Foundation Year Student - have a seperate re-sit exam allowance to be applied for within 3 months of receiving formal exam results*)

Examination Allowance

- Submit a Student Initiation Form to your Tutor and Tutorial Office **within 7 days of the exam/assessment**

- The College then has **6 weeks** to submit the application to the EAMC
- You can provide a personal statement and supporting evidence

View more **information** about this process

Issue with the conduct of your exam, eg a mistake on a paper or disturbance

Examination Review

- You submit an application to the Office for Student Conduct, Complaints and Appeals
- **Within 28 days of receiving your results**

- You can discuss your situation with College or a Student Advisor
- You fill in and submit the application and provide supporting evidence

View more information about this process

Not sure what course you're on or want more information?
You can get more help from:

- University resources
- Student Advice Service resources
- Speak to an Advisor

SU STUDENT ADVICE SERVICE