

FLOWCHART OF PROCESSES FOR EXAMINATION RELATED ISSUES

Mitigating circumstances e.g. illness or grave cause

Undergrads or students studying towards: EMBA; LLM; MAST; MBA; MCL; MEng; M.Fin; MMath; MMus; MSci; PGCE.

Postgrads studying towards: MPhil by Advanced Study, MRes or MSt degrees, Diploma in Economics, Postgraduate Diplomas in Legal Studies and in International law, Certificates of Postgraduate Study (CPGS).

What is the process?

- Your College submits an application to the Examination Access and Mitigation Committee (EAMC) for an Examination Allowance on your behalf.
- Within three months of receiving your exam results.

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How can I initiate it?

- Discuss your situation with the College.
- You can provide a personal statement.
- Submit supporting evidence.

Where can I go for more information?

- University Information on this process can be accessed [here](#).
- SAS resources can be accessed [here](#).
- Speak with a SAS Advisor.

Mitigating circumstances for Postgraduates studying towards:

B.D. Degree, Bus.D. Degree, M.D. Degree, Eng.D. Degree, Vet.M.D. Degree, M.Sc. Degree, Ph.D. Degree, M.Litt. Degree, Ph.D. Degree by special regulations, M.Phil. Degree by dissertation, Certificate of Postgraduate Study.

What is the process?

- You can submit an application to the Office for Student Conduct, Complaints and Appeals (OSCCA) for an Examination Review.
- Within 28 days of receiving your exam results.

How can I initiate it?

- Discuss your situation with your College and/or a SAS Advisor.
- Fill in and submit the application.
- Submit supporting evidence.

Where can I go for more information?

- University Information on this process can be accessed [here](#).
- SAS resources can be accessed [here](#) and [here](#).
- Speak with a SAS Advisor.

Issues with the conduct of the examination for all students

e.g. disturbance during your exam, a mistake on the paper or your reasonable adjustments weren't in place.

On what grounds can you raise issues with the conduct of the examination?

- A procedural irregularity in the examination process.
- Demonstrable bias or the perception of bias in the examination process.
- The withdrawal of academic provision for students whose assessment results have been adversely affected by COVID-19 and industrial action from 2019-20.

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Where can I go for more information?

- University Information on this process can be accessed [here](#).
- SAS resources can be accessed [here](#) and [here](#).
- Speak with a SAS Advisor.