**Personal Circumstances Form – Non attempt at Assessment**

Prior to completing this form you should read the guidance notes found [here](https://www.ljmu.ac.uk/academic-registry/student/registry-services/assessment-coursework-and-examination/problems-completing-your-assessment) and the current Academic Framework Regulations [here](https://www.ljmu.ac.uk/about-us/public-information/academic-quality-and-regulations/academic-framework) before submitting this form.

In the first instance, students are advised to contact their tutor, their local study support team, or another appropriate academic member of staff for advice.

In the context of Extenuating Circumstances, LJMU defines the term “Personal Circumstances” to describe serious and exceptional factors outside a student’s control, which adversely affected their performance during their study and not already taken into account by an Individual Student Learning Plan (ISLP). These factors may, for example:

* Require an extension to a deadline to allow the student to submit an assessment;
* Have prevented the student from attending examinations or other timed assessments (e.g. presentation, in class test);
* Have severely impacted the ability of students to complete a timed assessment (e.g. the student was taken ill during the event and was unable to complete the assessment); and/or
* Have caused the student to miss assessment submission deadlines.

Students are advised to read the policy before submitting their application.

**My Details**

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Number: \_\_\_\_\_\_\_\_\_\_

Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Programme of Study: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of study: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Non-attempt at Assessment**

A student may use the **‘non-attempt at assessment’** process if they do not submit an assessment or do not attend an examination or other controlled conditions assessment such as a presentation.

If a student has chosen to submit an assessment or attend an exam, they have made a judgement they were fit to do so, and so **cannot** apply under the non-attempt at assessment process.

A non-attempt at assessments or special mitigation application should be made **no later than five working days** following the affected assessment event.

Students are strongly advised to obtain guidance or advice from Student Engagement Officers prior to submitting their form.

**Module Assessments**

Please list the module codes and titles that apply:

**Module Code Assessment Due Date Module Title**

……………………………….. …/…/……….. ...……………………………………………………..

……………………………….. …/…/……….. ………………………………………………………..

**Details**

Have you sought advice from academic or other relevant staff?

Yes  No

Have you had any coursework extensions, alternative assessments or any other consideration for the modules you have listed?

Yes  No

Please describe your personal circumstances or details of the relevant scheduled event that will prevent you from attempting the module(s) assessment event. You must provide appropriate supporting evidence (Medical reasons must be supported with a medical certificate). Evidence must relate to the specific dates/periods of the relevant assessment event.

Please attach the relevant evidence.

**Late Personal Circumstances Application**

Please provide the reasons for any late application

Please attach the relevant evidence.

**Declaration**

I confirm I have read and understand the guidance notes.

I declare that the information provided on this form is a true and accurate account and I agree to the University making independent checks on the information provided and will co-operate with any enquiries. I have provided relevant documentation to substantiate my application.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please email your completed form to your Programme Administration Team with any relevant evidence.**

**Staff Only: Please forward a copy of this form to your Administration contact in LJMU immediately.**