**Application for consideration of Serious Adverse Circumstances (SAC) – self certification form**

*Due to the outbreak of coronavirus the limited grounds on which students may submit serious adverse circumstances have been suspended from the start of Semester B* *20th January 2020 until further notice. If you have circumstances which mean you are unable to complete or submit assessments on time, please explain in Section C of this form. There is no need to obtain evidence - you can self-certify by completing section D of this form. In some modules, because of the nature of the assessment, the module leader will inform you that a whole module group deferral has automatically been made. In these circumstances, you do not need to make an individual application and you do not need to complete the form.*

***NOTE*** *The University continues to operate a ‘fit to sit’ policy so if you decide to sit/submit an assessment, the University will not normally accept a claim that you have serious adverse circumstances with regard to that assessment ( UPR AS14 C.3.8.3 and C.3.8.4). For all assessments submitted online on Canvas* ***other than timed summative quizzes****, students are indicating they are ‘fit to sit’ by pressing the submit button. However, by way of exception, in the case of a timed summative quiz, students are indicating that they are ‘fit to sit’ by starting the quiz.*

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| **Section A - Your Details** | |
| Your **FULL** Name |  |
| Your Student ID Number |  |
| Your preferred method of contact (e-mail address or phone no.) |  |
| Your Course / Course Code  *(e.g. BSc Hons Nursing – Adult / HHNURA* |  |

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| **Section B - Modules and Assessments Affected** |  |  |  |  |  |
| Module Name | Module Code  ***(e.g. 4HSK1234-0206)*** | Assessment Information (**E**xam/**T**est/**C**oursework), **Title** | Assessment  Hand in **Date** | Assessment  submitted/taken  (**Y**es/**N**o) | Preferred outcome:  (insert A or B)  **A. Deferral to semester B ref/def**  Period  **B. Deferral to next academic year** |
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| **Section C - Reason for this application** |
| *Briefly outline how your circumstances has prevented you from completing the assessment. What impact has it had on you? What is the time frame of your circumstances?* |

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| **Section D**  **Student Signature** | *I certify that the information I have provided in C above is a true statement:* | *(date)* |

***What happens next;***

* From the date that this revised form is released for use (March 24th 2020) your completed form should be sent as an attachment by email to [SAC@herts.ac.uk](mailto:SAC@herts.ac.uk).
* Please be assured that the information you have provided will be processed under strict confidentiality protocols as per UPR IM16 – Data Protection Policy.
* If you have already submitted a SAC application to your School for a module running in Semester B 2020 prior to 24 March 2020, you do not need to take any further action.
* On receipt of your request, this will be processed by the appropriate team and you will be notified of the outcome by e-mail howeverthe outcome of your request SAC consideration

will only be a recommendation until confirmed by the Board of Examiners.

* If you have any queries, please submit by e-mail to [SAC@herts.ac.uk](mailto:SAC@herts.ac.uk)
* Guidance and advice is available via `Askherts’