(SAC 140920)

**Application for consideration of Serious Adverse Circumstances (SAC) Self Certification Form – 2020/2021**

Sometimes situations outside of your control can arise that make it seem difficult to focus on your exams and assessments. If this happens, you may wish to make the University aware of your situation so consideration can be given to making allowances for you. Please inform your Programme Leader and/or Module Leader of your circumstances as they can provide you with advice and guidance. We care about the wellbeing of our students and in the current circumstances understand the particular challenges and difficult circumstances this may bring during your studies. The University can provide a range of services – please search for information on the support you may need via [ask.herts.ac.uk](https://ask.herts.ac.uk/)

**PLEASE NOTE THE FOLLOWING**;

**This form CANNOT be used as a request for an extension*.*** If you experience circumstances whereby you may need a short amount of extra time to hand in a piece of assessed work, after the hand in-date without penalty, **please ensure you request authorisation from your School. Extensions are granted at the discretion of an appropriate member of staff from your School**. Extensions are only granted for **up to** a maximum of 10 working days. Please look at your Module/Programme information to find out to whom you send your request for an extension.

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** (see UPR AS14 [UPRs 2020](https://www.herts.ac.uk/__data/assets/pdf_file/0003/232509/AS14-Struct-Ass-Regs-Ugrad-Taught-Pgrad-Progs.pdf) Section C.3.8.3 and C3.8.4). 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.

This form **CAN** be used to apply for a `deferral’ which is permission to delay submission until the `referred /deferred period` (usually longer than 10 days) or until the following academic year. Please be aware if you are requesting deferral to the next academic year, this may have implications for your progression on the programme. Please contact your Programme team to discuss this. The submission may involve an alternative piece of coursework.

Due to the outbreak of coronavirus, until further notice, you are not required to provide evidence with your application – you can self-certify by completing Section D of this form. You do need to identify the reasons why you have been unable to complete or submit assessments on time and provide an explanation in Section C 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 complete this form and make an individual application.

If you are a student who requires a visa to study, any changes to your studies may have implications so please ensure that you contact the Student Immigration Team for advice [SITadvice@herts.ac.uk](mailto:SITadvice@herts.ac.uk)

If you wish to submit an application for SAC, please complete the following details fully and accurately, otherwise we may not be able to process your request. Please refer to the guidance notes provided here. If you are likely to have difficulty completing this form in this format, please contact the team via [sac@herts.ac.uk](mailto:sac@herts.ac.uk) who can assist you.

**Section A - Your Details**

|  |  |
| --- | --- |
| Your **FULL** Name |  |
| Your Student ID Number |  |
| Details of Your Course (Course Name/ Course Code)  *(e.g. BSc Hons Nursing – Adult / HHNURA* |  |

**Section B - Modules and Assessments Affected**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1. Module Name** | **2. Module Code**  *(e.g. 4HSK1234-0206)* | **3. Name of Assignment** | **4. Assessment Information** (e.g Exam/ Coursework) | **5. Assessment**  **Hand in Due**  **Date** | **6. Have you already submitted/**  **taken the assessment at this point?** | **7. SAC reason**  **Code**  **(1-16)**  (see guidance  note) | **8. Assessment Status**  **A -** I have not previously attempted  this module & submitting for the 1st time  **B** - I have previously received a  Deferral for this assessment  **C** – I have previously failed this  module and received a referral  **D** - I have previously failed this  module and I am taking it again  (repeating) | **9. State the period to when you would like to defer your assessment to** (see guidance**)**  **E** - To the next deferral period for  this module  **F** - Next Academic Year **(**Please see note above) |
|  |  |  |  | Click or tap to enter a date. | Choose an item. |  |  |  |
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**Section C - Reason for this application**

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| *Briefly outline how your circumstances have prevented you from completing the assessment. What is the time frame for this situation?* |

**Section D – Self Certification**

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| --- | --- |
| *By checking this box, I certify that the information I have provided in C above is a true statement:* | Click or tap to enter a date. |

***What happens next;***

Send your completed form 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-Management-Policy.pdf](https://www.herts.ac.uk/__data/assets/pdf_file/0003/233085/IM16-Data-Management-Policy.pdf) and [IM08 Data Protection Policy](https://www.herts.ac.uk/__data/assets/pdf_file/0017/233090/IM08-Data-Protection.pdf))

On receipt of your request, this will be processed by the appropriate team and you will be notified of the recommendation by e-mail howeverthe outcome of your

request for SAC consideration will only be a recommendation until confirmed by the Board of Examiners.

See more guidance and advice which is available via <https://ask.herts.ac.uk/serious-adverse-circumstances-sac>