

Reporting Special Circumstances

During your studies you may experience difficulties which could affect your academic performance. Such difficulties are known as "special circumstances". These could include

- medical problems, including long-term problems or short periods of illness
- personal problems e.g. stress or homesickness
- difficult events e.g. bereavement
- serious incidents e.g. being affected by crime

It is important that you report any special circumstances to your department as soon as you can. Any special circumstances which you report in advance of the final exam period will be considered by the Departmental Examination Board and may be taken into account when calculating your results and determining your final degree classification. Any information you submit will be treated as confidential and will not be used for any other purpose.

To report special circumstances, please complete a Special Circumstances reporting form and submit it to your *personal tutor, Director of Teaching, named secretary (delete as appropriate)*. Forms are available from Student Services Information Desk (SSID) and <http://www.sheffield.ac.uk/ssid/forms/special.html>.

Further information about completing the form is also available from the same webpage. You will usually need to submit documentary evidence with the form, e.g. a medical certificate.

Religious Holidays and Examinations

If you are not able for religious reasons (e.g. Sabbath, Festival, Friday Prayers etc.) to take examinations on any day on which examinations may be set during the year (including Saturdays but not Sundays), you should complete a 'Request for Religious Observance Form' at the beginning of each semester. Forms are available from SSiD and <http://www.shef.ac.uk/ssid/exams/observance.html> and must be handed into the Examinations Office, Level 6, University House by the end of the third week of the relevant semester. Please note that once examination timetables have been set it is difficult for alterations to be made.