**Advice for assessment, exams and coursework**

**I am worried that the effect of receiving the vaccination might impact my performance in assessments (examinations, coursework, class tests and practical sessions). What should I do?**

Side effects to the vaccination are not common and shortlived if they do occur, as is the case with most injections.

If you do not feel well then you may consider submitting an application for extenuating circumstances in line with the *Regulations for extenuating circumstances*.

The University will operate procedures equitably and consistently for all students under these difficult and unique circumstances. Assessments cannot be marked through any approach of leniency. A student’s marks cannot be increased as a result of the recognition of extenuating circumstances.

For examinations, class tests and most practical assessments, the **only** outcome from a successful extenuating circumstances application is for you to defer the assessment until the next appropriate opportunity, which will usually be the late summer resit period: **Monday 21 August 2017 until 1 September 2017**. You would need to be available to return to the University to sit the assessment here during these dates.

For coursework, the outcome from a successful extenuating circumstances application may be a short extension to the submission deadline. Depending on timing, this might also mean deferring an assessment to the late summer resit period.

**More specifically:**

**a. What should I do if I do feel unwell after receiving the vaccination and in advance of an assessment?**

You should consider submitting an application for extenuating circumstances via Student Self Service. You must complete all sections of the form, and state that you believe you are feeling unwell as a result of side effects to the vaccination.

A check will be made on whether you have received the vaccination and when. Under these unique circumstances, self-certification *without* medical evidence will be sufficient grounds for recognising extenuating circumstances. This arrangement will be in place during May and June 2017 only.

However, please note that not attending an examination, class test or practical will mean that you will be required to take the assessment at the next appropriate opportunity, which will usually be the in the late summer resit period (**Monday 21 August 2017 until 1 September 2017)**. You would need to be available to return to the University to sit the assessment here during these dates.

1. **What should I do if I start to feel unwell during an examination, class test or practical after receiving the vaccination?**

The presumption of the University remains that students who attend for assessments have deemed themselves fit to be assessed. If you become ill or are affected by unforeseen circumstances immediately before or during an assessment you must advise the invigilator of your situation.

You will be asked to complete a form with a statement regarding your circumstances. If you would like the University to recognise that you have been affected by extenuating circumstance you will be required to provide medical or other relevant supporting evidence within **5 working days** after the relevant examination via the online extenuating circumstances section found on Student Self Service. Information concerning the process and the evidence required can be found in the *Regulations for Extenuating Circumstances*.

A check will also be made on whether you have received the vaccination and when.

Please note - if you attend an assessment, and subsequently submit an application for extenuating circumstances that is accepted as valid, your mark will be voided and you will be required to take the assessment again as if for the first time at the next appropriate opportunity. The August late summer resit period will run from **Monday 21 August 2017 until 1 September 2017**. You would need to be available to return to the University to sit the assessment here during these dates.

1. **What happens if I submit an extenuating circumstances application after the assessment deadline?**

If the extenuating circumstances application is received after the deadline you would be required to show why you were unable to submit your application in advance and provide valid medical evidence to support the application. If the extenuating circumstances and the reasons for the delay are deemed to be valid the Faculty will be instructed not to mark the assessment, or if the work has already been marked the marks will be voided. You would submit again at the next appropriate opportunity (usually the late summer resit period).

**What would happen if I take an assessment in August (not May/June) and I then do not pass first time?**

Through sitting an assessment as a first attempt in August 2017 there would be no further opportunity to take a resit in the late summer resit period.

Undergraduate students must have 120 credits and have passed all modules to progress to the next academic year. You would be course suspended for 2017-8 in order to undertake any outstanding assessments. You would return to the next level of your studies the following academic year (2018/19) if you subsequently passed the resits.

**What are the risks for my final degree?**

If you are a ***first*** year undergraduate student, then although you need to take and pass your exams the actual marks do not count towards your final result or degree classification in any case. However, for new entrants in 2016-7, your first year marks do count towards your [Grade Point Average](http://www.surrey.ac.uk/currentstudents/study/exams/Grade%20Point%20Average/).

If you are in ***second*** and ***subsequent*** years, then marks do count towards your final result or degree classification, 35% (level 5- year 2), 65% (level 6- year 3) for most Bachelor degree with honours programmes. There are exceptions for Veterinary Medicine & Science, Integrated Masters Programmes and some other programmes (please check section 21 of the *Regulations for taught programmes).*

If you have agreed extenuating circumstances and take your assessment in the late summer resit period as a first attempt, your mark will not be capped. However, if you fail the module your resit mark will be capped at the pass mark.