Top Tips for making a request

1. Explain your circumstances

In order to get an equal chance to succeed, your request should be based on a realistic and accurate assessment of your circumstances. If you need some help deciding if you meet the conditions for an extension, you can contact the Wellbeing Team for advice.

2. Provide evidence

Understanding requests will not be accepted. The evidence you need to provide will depend on the type of request. Additional evidence should be gathered and presented in English. Have hard copies of your documents and be prepared to present evidence.

3. Select the correct outcome

Read all guidance before selecting an outcome. There are consequences for all types of requests. This outcome should be selected for the majority of requests made under reasonable adjustments. An outcome of ‘low credits each year’, which is for deferral of assessment, is only to be selected if you have experienced a severe impact to your studies. Before selecting this outcome, you should speak with a Wellbeing Officer.

More information on the University of Birmingham Privacy Policy is available on the University Intranet.

Tip for making a request

Factual evidence should be as clear and concise as possible. When writing your request, be clear about your expected outcomes and your reasons for requesting them. Be sure to use specific examples and dates to support your request.