

Registry

Learning Recovery Contract - Application to Defer Supplementary Assessment(s) For Undergraduate Students

Normally, supplementary assessments are taken in the supplementary examination period (typically in late August). For some students, particularly where they have a large number of such assessments, it may be academically advisable to defer some or all of those assessments. If you wish to do so, you must first discuss the matter with your Personal Tutor or the Welfare Tutor in your School or Department.

This form should **not** be used where you wish to apply to defer assessment due to extenuating circumstances. In this instance, please see the Code of Practice on Extenuating Circumstances and Fit to Sit procedure: <https://intranet.birmingham.ac.uk/as/registry/policy/extcircs/index.aspx>

Following discussion with your tutor please complete this form and return it to your School or Department for approval.

After approval, it is your responsibility to ensure that the form is handed in to **Student Information Team**, in the Student Hub, Aston Webb, C Block (R.7 on the campus map), *OR* posted to **Taught Student Administration**, Registry, University of Birmingham, Edgbaston, Birmingham, B15 2TT to arrive by the **2nd July 2018**.

The form will be passed to a member of the Taught Student Administration (TSA) team who will then process the application and notify the Finance Office and Student Finance England (if applicable). You will receive email confirmation from TSA confirming your change of status.

Until email confirmation is received from this office stating the application has been successful, you must assume that your supplementary assessments should still be taken in August 2018.

Name:	Student ID number:
Programme of study:	Year of Study:
Email Address:	
Modules to be taken during the Supplementary Examination period:	Banner Module Code:

Funding Information

Do you receive a: (please tick)

Student Loan Tuition Fee Loan University Award **Student Support Number (SSN):**

(e.g. BRMM01234567X)

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Loans:

Are you in receipt of a federal loan (Stafford or Plus)? YES/NO (* delete as appropriate)

Sponsorships

Do you have a sponsor?

Yes No

Sponsors may require information regarding the need to repeat any part of your course.

Please provide the name of an academic member of staff who is able to give the academic information sponsors/SFE may require.

Student Visa

Please note: If you are a visa national student, your deferral of assessment could affect the status of your student visa. You are strongly advised to seek further advice from the International Students Advisory Service (ISAS) prior to submitting your request. You should log an enquiry at www.studenthelp.bham.ac.uk When you email us tell the ISAS all the key elements of your enquiry and include a scan of your current visa. When your enquiry has been received the ISAS will send you an email outlining next steps.

Do you currently hold a Student Visa?

Yes No Not Applicable

For School/Department use only:

On behalf of the School/Department I hereby approve the deferral of assessment on academic grounds for this student as an

Internal Repeat

External Resit tick as appropriate

The modules will be assessed in 2018/19 as resits/repeats (2nd attempt)

or as sits (1st attempt)

Signature:	Position:	Date:
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Comments:

If rejected, please state reasons:
