CONCESSIONS FORM FOR CONSIDERATION BY THE BOARD OF EXAMINERS

For full details concerning concessions, please refer to: http://www.kent.ac.uk/uelt/quality/credit/creditinfoannex9.htm

STUDENT NO: ............................................................... EMAIL ADDRESS: ..............................................................

FIRST NAMES: ........................................................... SURNAME: .................................................................
   (in CAPITALS)

PROGRAMME OF STUDY: ..............................................

COLLEGE: .............................................................................

This statement concerns (please indicate one or more):

Failure to attend an examination [ ]  Performance impaired by concessionary factor(s) [ ]
   (If this relates to examinations, the form must be submitted within 5 days of the examination
to which it refers.)

STATEMENT OF REASONS FOR SUBMITTING A CONCESSIONS FORM TO THE BOARD OF EXAMINERS

Please briefly outline below the circumstances you wish to be taken into account (please attach extra sheets if necessary) i.e. the grounds for your concessions application. You should also attach any supporting evidence. If this is a medical concession, please include a medical note from a doctor, hospital appointment etc.

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Please tick if you have asked your doctor to write a medical note, or if further substantiating evidence has been or is to be submitted.

SIGNATURE: .............................................................................. Date: .............................................................

The completed form must be returned to your Course Leader / Programme Director.

Note: This form is not to be used for an application for an extension to coursework deadline, failure to submit coursework by the deadline, or failure to attend classes. For the appropriate form in these cases, please see the relevant College website.

This form is not to be used as an appeal against a Board of Examiners decision – if you wish to submit an appeal, please complete the form available at: http://www.kent.ac.uk/socsci/studying/general/appeals.html.