CONCESSIONARY REQUEST TO DELAY EXAMS

☐ I am requesting in advance to have my May/June end of year exams delayed to August this academic year
☐ I am requesting in advance to have my August exams delayed to May/June the following academic year and, if approved, I understand I will effectively intermit in the intervening period.

MODULES TO WHICH THIS STATEMENT APPLIES:

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<tr>
<th>MODULE</th>
<th>MODULE TITLE</th>
<th>DATE OF EXAMINATION</th>
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☐ I understand that a request to delay my exams is discretionary and whilst I await the outcome of this application, I should continue to plan for, revise and attend my forthcoming exams as best as I can.
☐ I understand that a delay of exams may have implications on finances and visas and/or delay graduation.

By signing below, I consent for the SMSAS Support Office to use my personal data for the purpose of providing support for my health and wellbeing and to help limit the impact on my academic studies through appropriate School and/or University mechanisms and procedures. Personal data will be processed in accordance with the SMSAS Support Office Privacy Notice http://tiny.cc/SMSASprivacy.

SIGNATURE ______________________________ DATE ___________________
STATEMENT OF REASONS FOR CONCESSION APPLICATION

☐ My grounds for concession relate to my Inclusive Learning Plan and recent evidence of a change in my condition is attached.

Please outline

(i) the grounds for your concession application
(ii) the impact you feel this has had on your studies
(iii) the dates or period of impact

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Additional sheets must include your full name and your Kent login.

CONCESSIONARY DELAY OF EXAMS

If significant circumstances arise shortly in advance of your examinations you can request to delay the exams to the next sitting. This can only be applied for in respect of all forthcoming examinations (or all from the point of a significant circumstance arising). The delay of exams is discretionary, requires supporting evidence and is in no way guaranteed.

You will need to complete this application form and provide appropriate supporting evidence* no later than 5 working days before your individual examinations begin. Applications received after this deadline may only be considered in the most extreme and unforeseen circumstances e.g. unforeseen hospitalisation.

If your application is not successful, the Concessions Panel will consider your evidence again at the end of the exam period following the standard concession process.

Concessionary items should be submitted to the SMSAS Reception (Sibson Building) Mon-Fri 9-5pm (closed 12:30-13:30 in vacation time).

You will be informed of the Panel’s decision as soon as possible but, whilst you are waiting for this, you should continue to plan for, revise and attend your forthcoming exams as best you can.

Please refer to the ‘Concessions FAQ’ section on the School website for more information:
https://www.kent.ac.uk/smsas/currentstudents/support/concessions.html. If you have any questions, please contact SMSASsupport@kent.ac.uk.

*Supporting evidence is not usually required for standard concessions if your grounds relate to a change in a longstanding health condition noted in an existing Inclusive Learning Plan. However, a request to delay exams will require additional and recent evidence due to the nature of this request.