

University of St Andrews - School of Medicine Handbook
POLICY FOR ABSENCE FROM EXAMS / DEFERRED EXAMS

1. **Absence from Exams.** Absence from Examinations due to illness or any other unavoidable reason should be reported by submitting a Self-Certificate of Absence form (via [e-vision](#)) as soon as you are able to do so, preferably before the examination is due to take place and in any case no later than 3 days after the examination. You must contact the School on (01334 46) 3532 in order to request alternative arrangements, which are at the discretion of the School. You are only required to notify the University Examinations Officer if there is a problem submitting the self-certificate.
2. Students who miss assessments due to a self-limiting illness which would not normally require attendance at a GP (e.g. diarrhoea & vomiting) must, in addition to self-certifying and informing the examinations office, make contact with Student Services on (01334 46) 2020 on the day of the assessment. Students should ask to speak to an advisor. The advisor will be able to confirm the student's call if required to do so.
3. **Deferred Assessments.** Students may apply for a deferred assessment in advance of the planned examination date after discussion with either a Pro Dean (student support) or Jennie Parkinson in student services. A request should be sent by email to the Director of Teaching. All requests for deferred assessment will require supporting evidence and the student should contact the Pro Dean (student support) to discuss how best to provide this evidence.
4. **Late arrival for assessments.** A student who is more than 30 minutes late for a written exam or misses the start time for a practical exam without a valid reason is not automatically entitled to a Deferred Assessment. A student who misses or is late for an exam through circumstances beyond their control¹ may request a deferred assessment.
5. **Provision of supporting evidence.** Where a student has missed an assessment due to ill health and has been seen by a doctor the student should contact Pro Dean (student support) who will facilitate obtaining the necessary documentation. A student who misses an exam due to a self-limiting illness which would not normally require attendance at a GP, is responsible for providing evidence of ill health for consideration by the School Progress Committee prior to the scheduled meeting date. Contact with Student services as advised in (1) above may form part of this evidence.
6. **Decisions relating to deferment requests.** Decision to approve a request for a deferred assessment will be made by the School Progress Committee and be based upon:
 - reason for current request
 - previous applications / patterns of behaviour
 - strength of supporting evidence
7. Approved deferred assessments will be held in the next appropriate exam diet. For the mid-semester assessment this is the end of semester exam period. For the end of semester assessment this is in the August resit period. This applies even where only one component of an assessment is missed. The School Assessment Team will liaise with any student taking deferred assessments. Only one opportunity for a deferred assessment will be offered. Where deferred assessments are denied papers missed will contribute zero to the module mark.
8. Students who have missed End of Semester assessments are strongly advised to make contact in person with either their personal tutor, Pro Dean (Student Support) or module controller prior to leaving St Andrews.

¹ It is the student's responsibility to arrive in time so 'traffic delays' do not normally count

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9. **Quick reference.** Check list for those who have missed an assessment:

a. **If End of Semester Assessment** - notify the University Examinations Office on (01334 46) 2124 or 2528 as **soon as you know** you will be unable to take your assessment.

b. **If Mid Semester Assessment** - notify the Medical School examinations officer: Tel (01334 46) 3532 or medass@st-andrews.ac.uk as **soon as you know** you will be unable to take your assessment.

c. In all cases:

(1) Self-certify on [e-vision](#).

(2) Inform the Director of Teaching by email medicaldot@st-andrews.ac.uk & formally request a deferred assessment.

(3) Contact with Student Services on 01334 462020 on the day of the assessment if you have not had any contact with health services.

(4) Contact Pro Dean (student support) for further advice.

Author:	School manager	Approval Committee:	
Consultees:			
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Version Control Record *(expand table as required)*

Date	Revision Description	Major Changes
20/07/2017	Published version	