

**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. Additionally you must notify the Director of Teaching by email [medicaldot@st-andrews.ac.uk](mailto:medicaldot@st-andrews.ac.uk) and Medical School Assessment Officer [medass@st-andrews.ac.uk](mailto:medass@st-andrews.ac.uk) as **soon as you know you are unable to take your assessment**. 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 (eg diarrhoea & vomiting) must, in addition to self-certifying, 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 who miss an assessment may apply for a deferred assessment after discussion with either School Medsupport Team or Student Services. A request should be sent by email to the Director of Teaching within 5 working days after the missed assessment. All requests for deferred assessment will require supporting evidence and the student should contact the School Medsupport Team 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 control<sup>1</sup> 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 School Medsupport Team 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 (2) 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 for 1<sup>st</sup> and 2<sup>nd</sup> year BSc and July resit period for ScotGEM and 3<sup>rd</sup> year BSc. 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, School Medsupport Team or module controller prior to leaving St Andrews.

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<sup>1</sup> It is the student's responsibility to arrive in time so 'traffic delays' or sleeping in do not normally count

9. **Quick reference.** Check list for those who have missed an assessment:
- i. If exceptional circumstances prevent you from taking the assessment on the day, notify the Director of Teaching by email [medicaldot@st-andrews.ac.uk](mailto:medicaldot@st-andrews.ac.uk) and Medical School Assessment Officer [medass@st-andrews.ac.uk](mailto:medass@st-andrews.ac.uk) **as soon as you know you are unable to take your assessment**
  - ii. contact Student Services on 01334 462020 on the day of the assessment if you have not had any contact with health services.
  - iii. self-certify on [e-vision](#) before the examination is due to take place and in any case no later than 3 days after the examination.
  - iv. email the Director of Teaching [medicaldot@st-andrews.ac.uk](mailto:medicaldot@st-andrews.ac.uk) to formally request a deferred assessment within 5 working days of the missed assessment.
  - v. Contact the School Medsupport Team [medsupport@st-andrews.ac.uk](mailto:medsupport@st-andrews.ac.uk) for advice on evidence that will be required to support your request.

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**Version Control Record** (*expand table as required*)

Date	Revision Description	Major Changes
20/07/2017	Published version	
09/05/2023	Updated with timelines	