

Application to Defer an Assessment

This form should only be used if you know in advance that you are unable to sit an examination or submit an assessment by the submission deadline.

This form and accompanying evidence must be submitted via the Student Query Form by the deadlines set out below. Submitting this form to any other person or any other means may invalidate your application.

A deferral will only be granted where for good reason, supported by authoritative and objective evidence, a student is either unfit to enter an examination or assessment or their performance in the examination or assessment would be significantly and adversely affected. Such circumstances may include among others:

- debilitating illness;
- mental shock or trauma such as bereavement;
- being the victim of a serious crime or accident.

Insufficient Grounds for Deferral

The following are indicative circumstances that are unlikely to be accepted:

- examination nerves or anxiety;
- lack of preparation;
- computer or other technical failure (where the technology is not provided by BPP University);
- late registration;
- ignorance of the assessment date.

Please note that failure to attend or submit an assessment without an expressly granted deferral or good cause approved by the Office of Regulation and Compliance will be classed as a failed assessment attempt.

Completed forms must be submitted via the Student Query Form ([for students using the HUB please click here](#) or [for students using the VLE please click here](#)) by 12.00 noon on the last working day before the date of the examination or the assessment deadline. We aim to process Deferral Applications before 18:00 on the day before assessment. If you do not receive a confirmation of your deferral, you should assume that it has not been granted and you will be expected to take the assessment.

If you do not have confirmation of a granted deferral and are unable to attend or submit your assessment, you will be expected to submit a mitigating circumstances application to the Office of

Regulation and Compliance ([for students using the hub please click here](#) or for students using the VLE [please click here](#)).

Please note that all deferrals are recorded. Students making an application for two resit deferrals of the same assessment will be referred to a Fitness to Study Review.

You will be expected to complete your programme in accordance with the time limits of your expected programme end date. Where a deferral extends the assessment period beyond the expected programme end date, the maximum period within which assessments can be taken is 12 months from the programme end date. Where a subsequent deferral application would extend the assessment period beyond 12 months, the deferral cannot be granted and you will be referred to a Fitness to Study Review.

International Students on a Student Route Visa: Please note that if you are granted a deferral, there may be implications surrounding the completion of your programme in the UK. If the next opportunity to sit the deferred assessment(s) is after the expiry date of your student visa, you will need to either apply for a visa extension (dependent if you meet the visa extension eligibility, please refer yourself to the BPP visa extension policy which can be found on the student association page of your virtual learning environment). Alternatively, sit the deferred assessment(s) in your home country. For further advice on this, please submit a Student Query Form ([for students using the HUB please click here](#) or [for students using the VLE please click here](#))

Section 1: Application

Please tick the relevant box for this application:

I am seeking a deferral of an examination or assessment ¹

You are required to submit this form by submitting a query form, by 12.00 noon the working day before the date of the examination(s) or assessment(s).

Section 2: Personal Details: Name:

SRN:

Programme:

Start date of the programme
(MM/YY):

End date of the programme
(if known) (MM/YY):

Mode and Campus:

E-mail:

Telephone:

Please Tick here if you are an International student on a Tier 4 visa:

Section 3: Examination or Assessment Details

Title of Examination or Assessment	Exam format (coursework/examination)	Date of Examination or Assessment Deadline

¹ An assessment can include seen/unseen coursework.

Section 4: Reasons for Application

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Section 5: Evidence

If you do not have any evidence to support your application, or your evidence is insufficient at this time, your Programme Leader may agree to set a date for the evidence to be provided. Should evidence not be provided by the agreed date your application will be rejected.

Please consult the Evidence Guidance Document available on the VLE for information on types of acceptable evidence and reasons why an application may not be granted.

Brief description of document provided	Date of document

Section 6: Activating the Application

I confirm that the information I have provided with this application is true and accurate and that in providing statements and/or evidence that are false, misleading or fraudulent I will be in breach of the regulations relating to Academic Misconduct and/or Student Discipline and may be subject to further action.

I have kept a copy of this form and all additional documents submitted

Signed:

Date:

Please note that if you have a disability, health or mental health condition, there is help available from BPP. To have a confidential conversation and see how we can help, contact Learning Support on:

Telephone: 02074307069

or

Email: LearningSupport@bpp.com

If you are in distress and are unable to reach BPP Learning Support, please call the Samaritans for free on 116 123. They have listeners 24/7 365 days a year.

Section 7: Decision

<u>Office Use Only:</u>	
NOT GRANTED: <input type="checkbox"/>	GRANTED: <input type="checkbox"/>
Deferred examination or assessment: <ul style="list-style-type: none"> <input type="checkbox"/> Rationale does not indicate illness or other good cause beyond student's control <input type="checkbox"/> Documentation does not cover examination or assessment date <input type="checkbox"/> Evidence dated later than missed examination or assessment <input type="checkbox"/> Documentation not submitted on the Deferral Form <input type="checkbox"/> Application received after deadline <input type="checkbox"/> No documentation provided <input type="checkbox"/> No evidence provided <input type="checkbox"/> Other 	Deferred examination or assessment: <div style="border: 1px solid black; height: 80px; margin-top: 5px;"></div> Student's programme end date (MM/YY): <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Evidence: <ul style="list-style-type: none"> <input type="checkbox"/> Health professional's statement; <input type="checkbox"/> Death certificate, order of service; <input type="checkbox"/> Crime reference number, police statement; <input type="checkbox"/> Birth certificate of child; <input type="checkbox"/> BPP U Learning Support Agreement; <input type="checkbox"/> Letter from legal representative. </div>
Processed by: <div style="border: 1px solid black; height: 50px; margin-top: 5px;"></div>	Date: <div style="border: 1px solid black; height: 50px; margin-top: 5px;"></div>