**Notification of carry forward of marks form**

This form must be completed to enable carry forward of marks for work completed prior to suspension. Users may find it helpful to refer to the ‘Procedure for carry forward of assessments as a result of suspension of studies’ (available from <https://academic.admin.ox.ac.uk/dispensations>) when completing the form. It should be completed as follows:

|  |  |
| --- | --- |
| *Student Category* | *Form to be completed by* |
| Undergraduate (except OUDCE) | College |
| Postgraduate taught | Department |
| All OUDCE students | OUDCE |

**1. Student details**

|  |  |  |  |
| --- | --- | --- | --- |
| Student Number |  | | |
| Forename(s) |  | | |
| Surname |  | | |
| Course/programme title |  | | |
| Department/Faculty |  | College (if applicable) |  |
| Dates of suspension (please use exact dates as entered on eVision) From: |  | To: |  |
| Is the effective start date of the student’s suspension during Full Term\*? | Yes/No | If Yes, please provide details of any assessment completed during the term of suspension in section 3. | |
| Is the student repeating a term? If so, please specify. | Yes/No | Repeated term(s) |  |

\*Full Term is defined as Sunday of week 1 to Saturday of week 8 of any term. See guidance notes for further information.

**2. Assessment details (completed prior to suspension)**

Please provide details of all assessment for the award that the student completed prior to the approved suspension start date. Do not include any information in this section for the term of suspension if the student’s recorded start date of suspension is within Full Term. Add additional rows if required.

|  |  |  |  |
| --- | --- | --- | --- |
| Assessment unit title | Assessment code | Assessment (Exam, Submission etc.) date | Did the student receive an extension? (Yes/No; Date) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**3. Assessment details (completed during suspension or during the term in which suspension started or during a term which the student will be repeating)**

If any information is provided in this section, the form should be sent to [edcapplications@admin.ox.ac.uk](mailto:edcapplications@admin.ox.ac.uk) for consideration on behalf of Education Committee. Please note that all requests will be considered on their merits.

Please provide details of any assessment completed after the agreed start date of suspension or during the term in which the suspension started that the student would like to be carried forward to their return to study. If there are any assessments that the student would like to request NOT be carried forward that are required to be by regulation, please provide details.

|  |  |  |  |
| --- | --- | --- | --- |
| Assessment unit title | Assessment code | Assessment (Exam, Submission etc.) date | Did the student receive an extension?  (Yes/No; Date) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Please provide a brief explanation for a request to carry forward completed assessment that is not permitted by regulation or for a request to NOT carry forward completed assessment that is required by regulation. Please provide appropriate supporting material, e.g. medical certificate.

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**4. Student data**

The student’s data will be processed in accordance with the student privacy policy, which can be found here: <https://compliance.admin.ox.ac.uk/student-privacy-policy>

All information provided on this form and any supporting materials submitted in support of the dispensation application are treated confidentially and stored securely. Education Policy Support officers will deal with the application. Some applications will be considered by the Chair of Education Committee (the Pro Vice-Chancellor (Education)) or by their delegate, on behalf of the committee.

Information will be shared by Education Policy Support officers with a number of necessary individuals on a strictly need to know basis in order that a decision can be made on the application.

Depending on the nature of the application and whether the student is an undergraduate or postgraduate, these individuals are likely to include the relevant departmental and divisional administrators, the chair of examiners (for taught courses), the college Senior Tutor/Tutor for Graduates and administrator (or equivalent), Director of Graduate Studies (or equivalent) (for graduate students), Director of Undergraduate Studies (or equivalent) (for undergraduate students), Course Director (or equivalent), in some circumstances the student’s supervisor (for graduate students). In some circumstances the Disability Advisory Service and the Proctors’ Office will also be consulted. Input is needed from each of these areas of the University in order to assess the application and to record the outcome so that it can be administered effectively.

Once a decision on the application has been made, the outcome will need to be shared with other relevant individuals within the Student Registry (e.g. Academic Records Office, Examinations and Assessment Team) and sometimes Fees and Funding, to ensure that it is processed appropriately.

It is necessary for the University to use the student’s information as set out above in order to consider whether an application can be granted. The University can process personal data, including special category personal data, where it is necessary to provide support for individuals with complex personal circumstances, disabilities, or medical conditions.

**Please ensure the information above is shared with the student. If the student or you have any concerns about the use of the student’s data, please provide details in the further comments box below and this will be taken into account.**

After the application has been completed, the paperwork will be retained for 6 years after the end of the student relationship as part of the student record Please ensure the student is aware of this policy. Further information about the University’s Data Protection Policy can be found at <https://compliance.admin.ox.ac.uk/>

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| **Any further comments?** |
|  |

**4. Referrer details**

|  |  |
| --- | --- |
| Full name |  |
| Position |  |
| Date |  |

Please send this form to the Academic Records Office ([aro@admin.ox.ac.uk](mailto:aro@admin.ox.ac.uk)) if information has not been provided in section 3.

Please send this form to Education Policy Support ([edcapplications@admin.ox.ac.uk](mailto:edcapplications@admin.ox.ac.uk)) if information has been provided in section 3 or sections 2 and 3.