



1 a Week (Maximum) Assessment Submission –

Special Consideration Form

This form should be completed if you want to be considered for submission of more than 1 assessment in a 7-day period.

On completion of this form, please upload it (along with any relevant supporting evidence and your ILP) to your learner account in the **Student Completion Documents** area and inform your tutor.

Note: resubmissions are not included in the maximum of 1 a week submission policy.

Your application will be reviewed and a decision made within 5 working days.

It is important to complete each section as fully as possible to prevent any delays with your application.

Learner Name:	A. Learner
Tutor Name:	A. Tutor

What is your request?

I would like to submit 2 assessments in a 7-day period over 2 weeks ie a total of 4 assessments.

Reason for your request?

Reason:

Explain why you have made this request.

I have been ill with tonsilitis and therefore have fallen behind on my assessment work. I was ill between 12-25 August when I was due to submit my assessments. I would like to be able to submit Assessment A and Assessment B next week and Assessment C and D the following week.

Dates and units covered:

Include the names of the units and dates over which you want to submit this work.

Assessment A 1/9
Assessment B 5/9
Assessment C 11/9
Assessment D 15/9

Do you have an offer of a place at university? **No**
If yes, please insert a screenshot of your offer here.

If you have previously requested to upload more than one assessment in a 7-day period (either informally with your tutor or officially through a Special Consideration application) and failed to meet your intended plan, please explain why in this box.

Reason:

Explain why you were unable to meet the previous request. You should include any supporting evidence here if there are extenuating circumstances.

I asked my tutor previously if I could upload 2 assessments in 1 week in July. Unfortunately, I had a car accident and needed to see my GP due to pain in my neck. I have uploaded the appointment details for this to my learner account.

Note: you need to upload an up-to-date ILP to your learner account with planned completion dates.

The application will **not** be considered unless there is an up-to-date ILP with planned completion dates for the assessments being considered in this application.

Declaration: I declare that the information that I have given on this form and any accompanying documents are true.

Learner Signature:	A. Learner
Date:	31/08/23

Decision outcome. The outcome of your application will be provided here, and the updated form will be uploaded to your learner account.

The request to submit more than 1 assessment as outlined above is not granted. The learner does not have an offer of a place at university and so does not need to rush their studies. It is advised that the learner completes their assessments to the highest quality they can and aim for the next moderation date.

Tutor / Quality Signature:	A. Tutor
Date:	4/9/23