

# Faculty of Science and Engineering



## Guide to completing a Deferral Request on the Faculty Intranet

Follow the steps below to complete an online Deferral Request form on the Faculty Intranet for any Final Exam deadlines that you are unable to meet because of Extenuating Circumstances. If approved, this gives students the option to defer one or more assessments, and sit the deferred assessment(s) in a future assessment period.

**Deferral requests must be submitted within 5 working days (before or after) of your assessment taking place. Any deferral requests submitted outside of 5 working days will be immediately rejected.**

All students who have approved deferrals will sit the deferred exams in the August Supplementary exam period.

You may request as many deferrals as you need, but if you do have ongoing circumstances that affect your work across a longer period, we will also recommend that you discuss long-term, specialist support with the central [Wellbeing/Disability](#) team.

For Extenuating Circumstances applications for continuous assessments (such as coursework etc.), there is a different area on the Faculty Intranet/E:Vision portal.

**Step 1:** Log in to <https://fse-intranet.swan.ac.uk/>

**Step 2:** Select **Extenuating Circumstances** tab on the homepage.

**Extenuating Circumstances**

You will then be able to select **Final Exam Deferral Form** and follow the next steps to submit your request.

Final Examination Deferral Forms - To be completed if you wish to defer one or more Examinations

**Step 3:** You will be able to **Add** a new form. Please note that if you have already submitted deferral requests or if you submit multiple requests, you will see a list of the other forms that you have created along with their current status.

## Exam Deferrals > My Forms

### Messages

**i** Click the form row from the list to view a previously create or submitted form. Click **Add** to a new form.

**!** There are no forms that you have created or submitted.

Add

Close

You will now be able to complete the new form that you have created following the steps below.

**Step 4: Section A** should already be filled in with your name, programme and details.

### SECTION A (Personal Details)

Student Name in full

Student Number

Full-time/Part-time

Level or Year of Study

In **Section B**, select **Edit this Section**.

### SECTION B (Details of Circumstances)

Details of Circumstances

First day of period affected

Expected End-Date of period affected

In this section please input the following:

- For the **Details of Circumstances**, please describe your circumstances and how this has affected your ability to prepare, complete or attend your exams.
- For **First day of period affected**, please put in the first date that you have been affected by the circumstances that you have outlined in the description.
- For **Expected End-Date of period affected**, please put in the last date, or your expected end date, that your work has been affected by the circumstances that you have outlined in the description.

**Step 5:** Upload your supporting evidence in **Section C**. All supporting evidence must be submitted as a **Word document, JPEG or PDF**. The faculty systems are not able to read supporting documents that are in HEIC format.

## SECTION C (Supporting Documentation)

If submitting a doctor's note or other outside documentation, please attach the documents to this form by selecting

**Upload Attachment** below or email the documents to [StudentSupport-ScienceEngineering@swansea.ac.uk](mailto:StudentSupport-ScienceEngineering@swansea.ac.uk) as soon as possible.

Please upload your attachment(s) or email the email the documents to [StudentSupport-ScienceEngineering@swansea.ac.uk](mailto:StudentSupport-ScienceEngineering@swansea.ac.uk) as soon as possible.

You should also input a description of your supporting documentation in the Type of Supporting Documentation and provide any information you feel is relevant to your supporting documentation.

Type of Supporting Documentation

### Supporting evidence must:

- Be supplied by a third party and submitted by the student.
- Clearly explain the circumstances.
- Confirm the time period affected by the circumstances.
- Be dated within one month of the affected assessment.
- Be submitted as soon as possible.
- Where documentation is written in a different language an official translation must be provided.

If you have not uploaded supporting documentation by the deadline your request will be rejected. We recommend uploading supporting documents at the time of your request if at all possible.

## Step 6: Complete **Section D**. Sign the **Student Declaration**.

### SECTION D (STUDENT DECLARATION)

By submitting this form via your University email address, you are confirming and consenting to the following:

- I declare that, to the best of my knowledge, all the information I have supplied/attached with this form is true, accurate and complete and acknowledge that the submission of fraudulent information could lead to the University taking disciplinary action.
- I give my consent for the information to be circulated to the relevant members of staff for the purpose of processing and investigating my request.
- I understand that if I am submitting a deferral form for a final assessment/s, in the event that the deferral is approved, any named assessment/s already undertaken will not be marked and I will not be aware a mark for the assessment/s.

## Step 7: Complete **Section E**. Select **Add**, and you will be required to input the:

- Module Code
- Credits
- Date of Assessment
- Type of Assessment
- Confirm if you attempted the assessment or not
- Select if deferral is capped or uncapped

## SECTION E (Details of Modules Affected)

Please list all modules affected:

Enter details for the module below, select **Add** to add another module.

You may enter the details of your impacted assessments for one or more modules, but please remember that all EC requests need to be made within 5 working days of each assignment deadline. **Any request made outside of this 5 working day window will not be approved.**

**Step 8: Submit your form** to have your request considered. Please note that by submitting your form, you are giving consent for your information to be shared with relevant members of Swansea University staff for the purpose of considering your deferral request, and to provide appropriate support.

The personal data that you share will be noted and held within the Intranet system for the duration of your studies. Note: If you do not click 'Submit', your form will be visible to the College for information purposes only, and no request for deferral will be considered.

### What happens afterwards:

Once you submit your form, we will contact you as soon as possible to advise whether your request has been approved, or to request further supporting evidence if needed.

Possible initial decisions are:

- **Accepted:** Your request has been approved, and you will be advised of when your deferred assessment(s) will take place (for example, in the August Supplementary period).
- **Further Action Required:** This means that the circumstances you have described are eligible for a deferral, but that you will need to upload supporting documentation in order to have your deferral approved at a final review. Please note that if you do not provide supporting documentation by the deadline then the decision will be changed to not approved, and the assessment mark will be changed to zero.
- **Reject:** If your circumstances are not eligible for a deferral, or if you have made a request outside of 5 working days of an assessment deadline, your request will not be approved.

We hope you find this guide helpful. If you have any questions or feedback, please email the Student Experience and Information Team via [StudentSupport-ScienceEngineering@swansea.ac.uk](mailto:StudentSupport-ScienceEngineering@swansea.ac.uk)

Related links:

**Faculty ECs for Final Exams guidance:** <https://myuni.swansea.ac.uk/fse/coe-student-info/extcircs/exams/>

**University Extenuating Circumstances Policy:** <https://myuni.swansea.ac.uk/academic-life/academic-regulations/aqs-policies/policy-on-extenuating-circumstances/>

**Extenuating Circumstances and Financial Implications guidance:**  
<https://myuni.swansea.ac.uk/finance/money-campuslife/extenuating-circumstances/#bbq=on>

**Wellbeing and Support resources:** <https://myuni.swansea.ac.uk/support-wellbeing/>