

Religious Observance Scheduled Assessment Form

The University aims to avoid setting examinations and scheduled assessments on the published [Religious Observance Dates](#). However, there may be other types of religious observance (i.e. Sabbath) which may prevent you from attending scheduled assessments at certain times. If this is the case, complete this form and submit it to your Module Leader(s) for Scheduled Assessments and the [Student Centre](#) for Formal Examinations. Please familiarise yourself with the [Religion, Belief and Study Policy for Students](#), particularly section 9 on Teaching and Assessment. If alternative arrangements cannot be made, you can apply for [Mitigating Circumstances](#) to defer assessments to the next available opportunity.

Please read the guidance notes below before completing this form.

ID Number		Campus	[Please select]
First name		Surname	
Course of study			
Religious Observance details			
Evidence provided (see below)			

Module Codes	Assessment and Dates	Assessment
		[Please select]
		[Please select]
		[Please select]

GUIDANCE NOTES

ASSESSMENTS SCHEDULED OUTSIDE OF FORMAL EXAMINATION PERIODS

- This includes, in-class tests, lab tests, presentations, practicals, vivas, performances etc.
- Assessment dates and times are published at the outset of the module. If these are not available, please contact your Module Leader.
- As soon as you know that an assessment clashes with your religious observance requirement, **complete this form and submit it to your Module Leader(s)** so that they can consider if alternative arrangements are possible.
- Please refer to **Section 9.4** in the [Religion, Belief and Study Policy for Students](#) for further information.

FORMAL EXAMINATIONS

- Please refer to your examination periods for your course as detailed in the [Term dates](#), including refer/defer periods.
- If any of these dates clash with your religious observance requirements, **complete this form and submit to the Student Centre by the End of Teaching Week 4 for both September and January starters.**
- This will be taken into consideration when planning the Examination Timetable for the year.
- Please note that during the [formal examination period](#), students should arrange to pray at lunch time, and after the end of an afternoon examination so you do not need to submit this form.
- Please refer to **Section 9.5** in the [Religion, Belief and Study Policy for Students](#) for further information.

GUIDANCE AND ADVICE

If you need support or advice on how to manage your assessments in relation to your religious observance requirements, please contact the [Faith and Spirituality team](#).

EVIDENCE

You will need to provide a supporting letter from the faith leader of the community you practice with.

OFFICE USE ONLY

Student Centre – please forward this to the Student Lifecycle Team if it refers to Formal Examinations. If it refers to Schedule Assessments, the student should forward this to the relevant Module Leaders.