

Section 53 Special Cases Panel

53.1 Purpose

- 53.1.1 To consider, on behalf of the Progress and Award Examination Panel, individual student cases where a School requests the Panel to vary a decision it would otherwise make, and to report decisions to the Progress and Award Examination Panel.
- 53.1.2 To consider variations to the [University Regulations](#) for an individual student.

53.2 Scope

- 53.2.1 To advise the Progress and Award Examination Panel on the application of the regulations governing assessment in individual student cases.
- 53.2.2 To be responsible for:
- a) Considering and determining recommendations from Schools:
 - i. That, because of unclear or uncertain exceptional circumstances, students be permitted to continue or progress on a programme of study, where such decisions may vary from the Progress and Award Examination Panel's normal decision making.
 - ii. That candidates be permitted to progress or graduate, where such decisions may vary from the Panel's normal decision making.
 - b) On any other special student cases referred to the Panel by School Assessment Boards.
 - c) Determining finally on the interpretation and application of regulations, policies and procedures for the assessment and examination of taught programmes of study. To ensure that such regulations, rules and conventions are applied properly and consistently, both to individual cases that come before the Panel and where guidance is sought from School Assessment Boards.
 - d) Considering suspension of studies requests as detailed in [section 7.8.5](#)
 - e) Considering variations from the programme specification or [University Regulations](#) for an individual student in exceptional circumstances.
 - f) Considering programme restarts at Level 4 or below where more than 60 credits has been failed.
- 53.2.3 To consider recommendations as a final stage in the process to support students to progress or graduate. Recommendations should not be put forward as a means to prevent termination of enrolment where exceptional circumstances have not been considered.
- 53.2.4 The Panel may delegate authority to the Assessment team in Registry to make decisions in the following cases:
- a) To set aside marks where assessment deadlines have passed, where marks or non-submissions have not yet entered the record.
 - b) To agree repeat teaching for up to 1 semester.
 - c) To agree programme restarts at Level 4 or below.
 - d) To set aside marks or non-submissions where these have entered the student's record**, where the recommendation is made as part of a suspension of studies request.
- ** Definition:** Failed marks or non-submissions are deemed to enter the record at the point where they are agreed by the School Assessment Board.

53.3 Guidance for schools

53.3.1 Applications to Special Cases Panel (SCP) are submitted by the School and it is therefore the School's responsibility to submit an application with the recommendations they would like SCP to consider.

Support avenues

53.3.2 If other support avenues have not been used by the student (e.g., discussions with academic tutors or exceptional circumstances) then the SCP claim will normally be rejected. SCP should not be the only way a student case is considered; it should be the final stage in the process of support for a student where other mechanisms in place to support students at the University have been utilised. The student and academic tutor should already have a full picture of where support is needed, and this should not be at the end of the level of study.

Exceptional cases

53.3.3 If a student has submitted exceptional circumstances claim that has been declined (e.g., due to insufficient evidence) that same claim cannot be put forward to SCP.

53.4 Deadlines for submitting cases

53.4.1 Applications should be submitted to the Special Cases Panel (SCP) within the period in which the assessment impacted has taken place to be processed in time for the relevant Progress and Award Examination Panel:

- For Semester 1 assessments the deadline will be mid-February
- For Semester 1 resit assessments the deadline will be mid-June
- For Semester 2 assessment the deadline will be the end of June
- For Semester 2 resit assessments the deadline will be the end of September
- For Semester 3 postgraduate assessment will be early November

53.4.2 The exact deadlines are published on the [Examinations and Assessment Schedule](#).

53.5 Guidance on the conduct of the Special Cases Panel

53.5.1 Members will declare any interest in student cases being considered and will abstain from voting in any such case.

53.5.2 Cases are reviewed and decisions approved remotely. Where further information is requested panel members are asked to re-review the case. Data on outcomes is considered by the following Progress and Award Examination Panel.

53.5.3 **Quorum:** at least 3 School representatives, plus the Chair and Executive Officer.