

Section 46 Special Cases Panel

46.1 Overview

46.1.1 The Special Cases Panel is responsible for:

- Considering, on behalf of the University Assessment Board, individual student cases where a School requests that the progression and/or award outcome is varied.
- Considering variations to the University Regulations for an individual student.

46.1.2 This includes:

a) Considering and determining recommendations from Schools:

- 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 School Assessment Board's normal decision making.
- That candidates be permitted to progress or graduate, where such decisions may vary from the School Assessment Board's normal decision making.
- On any other special student cases referred to the Panel by School Assessment Boards.

b) Ensuring assessment regulations, policies and procedures are applied properly and consistently, both to individual cases that come before the Panel and where guidance is sought from School Assessment Boards.

c) Considering suspension of studies requests as detailed in [section 6.9.5](#).

d) Considering variations from the programme specification or [University Regulations](#) for an individual student in exceptional circumstances.

e) Considering programme restarts at Level 3 or Level 4 where more than 60 credits have been failed after reassessment.

f) Consider requests to allow 20 Level 4 credits to be studied alongside Level 5 where part-time study is not a possible option.

46.1.3 Considering 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 enforced withdrawal of enrolment due to academic failure where exceptional circumstances have not been considered.

46.1.4 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 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.

46.2 Guidance for schools

- 46.2.1 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 along with supporting evidence from the student.
- 46.2.2 Schools must note that an SCP application should only normally be used as a final stage of support for a student, where other mechanisms have been utilised. If other support avenues have not been used by the student, then the SCP claim will normally be rejected. If a student has submitted an exceptional circumstances claim that has been declined that same claim cannot be put forward to SCP.

46.3 Deadlines for submitting cases

- 46.3.1 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 School Assessment Board:
- For Semester 1 assessments the deadline will be mid-February
 - For Semester 1 resit assessments the deadline will be mid-June
 - For Semester 2 assessments the deadline will be the end of June
 - For Semester 2 resit assessments the deadline will be the early September
 - For Semester 3 postgraduate assessment will be early November
- 46.3.2 The exact deadlines are published on the [Examinations and Assessment Schedule](#).

46.4 Guidance on the conduct of the Special Cases Panel

- 46.4.1 Members will declare any interest in student cases being considered and will abstain from voting in any such case. Members will not consider cases from their own School.
- 46.4.2 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 University Assessment Board.
- 46.4.3 **Quorum:** at least 3 School representatives, plus the Chair and Executive Officer.
- 46.4.4 Chair's action may be required where the Panel is split, or quorum has not been possible, to avoid further delay in a decision being reached.