

APPLICATION TO DEFER ASSESSMENTS

Before completing this form please refer to lse.ac.uk/deferral and the notes overleaf for information regarding deferrals. In exceptional, documented circumstances, students may be allowed to defer one or more assessments (which may include a dissertation) to the next academic year. When completing the form you should outline the reason for your request and ensure that you enclose supporting evidence.

Section 1: Your Details (please print in block capitals)

Family Name

First name(s)

Student ID Number (e.g. 201312345)

Programme of Study (e.g. BSc Economics)

Section 2: Courses that you wish to defer

IMPORTANT: If a course is assessed by more than one exam you will only be deferring the exam for the upcoming/current exam period. If you subsequently find that you need to defer another exam for the same course you will need to submit another form proximate to that exam.

Course Code
(e.g. AC100)

Course Title
(e.g. Elements of Accounting and Finance)

Unit Value
(e.g. 1.0 or 0.5)

If you want to apply to defer more than six courses please list any additional courses on a separate sheet

Section 3: Reason for Application

Please provide a brief explanation of why you are applying to defer these assessments. Please continue on a separate sheet if necessary.

Section 4: Evidence

Please choose the category that best describes your circumstances

Own medical condition ☐

Other / Multiple

Bereavement ☐

Family Circumstances ☐

Please tick/detail which evidence is provided. Evidence must be in English, certified translation services are available from the Language Centre

Medical Certificate ☐

Other

Death Certificate ☐

Police Report ☐

Section 5: Student Declaration

Signature

Date

By signing this form you confirm that you have read the guidance provided. You understand that courses where a deferral has been approved will show with an N/A in LSE for You and deferrals may impact on progression from one year to the next. You understand that LSE is required to report to UKVI any changes in the registration status for students with Tier 4 visas. You understand that this deferral may mean that my Tier 4 visa may be amended or curtailed and confirm that I have sought advice from the International Student Immigration Service.

Section 6: Sub-Board Approval

For completion by the Chair of the Sub-Board of Examiners or General Course Dean (or their nominee). This section must be completed before the form is returned to Student Services.

Name

Signature

Date

By signing this form you confirm that you have reviewed the evidence provided and support this request to defer assessment to the next academic year. You also confirm that, if this deferral is approved and the method of assessment is examination, a paper will be set next year based on the syllabus that the student was originally taught. If any course is outside your department, you confirm that you have consulted with the appropriate Chair of the Sub-board of Examiners, and that they also approve this deferral and that the appropriate assessment arrangements will be made in this respect

Section 7: School Level Approval (Office Use Only)

School level approval is needed when Undergraduates seek to defer more than one but less than all courses or Postgraduates seek a second deferral. In these cases School level approval will be sought by Registry.

Signature

Date

Notes

- Please visit **lse.ac.uk/deferrals** for information about deferrals and the impact they have on progression and awards.
- Please visit **lse.ac.uk/isis** for more details of how a deferral may impact on your immigration permission.
- Any assessment in which the student was recorded as present cannot be deferred.
- Candidates who are absent from an examination or fail to hand in their dissertation without formal permission to defer will receive a mark of zero for that attempt at the assessment.
- Deferrals can only be made proximate to the date of exam or other assessment deadline, i.e. you cannot defer a Summer Term exam in the Michaelmas Term.
- Exams can only be deferred to the same exam period the following year – i.e. it is not possible to defer a Lent Term exam to the Summer Term.
- Details of the outcome of your request will be sent to your LSE email address.

Please return this form to:

- **Post:** Student Services Centre, LSE, Houghton Street, London, WC2A 2AE
- **In Person:** Drop Box in the Student Services Centre, Ground Floor, Old Building
- **Email:** registry@lse.ac.uk.

Office Use Only

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