

EXCEPTIONAL CIRCUMSTANCES

For office use:

eVision: ☐ Evidence received: ☐

Please refer to lse.ac.uk/ExceptionalCircumstances for guidance before completing this form

Section 1: Student Details

Surname

First name(s)

Student ID Number

Candidate Number

Department

Year of Study

Signature*

Date

*By signing this form, you confirm that the information provided on the form itself and in the attached documents is correct, and give your permission for the documentation to be seen by the Chair of the relevant School Board of Examiners and other relevant School staff for the purposes of processing your overall result(s).

Section 2: Summary of Exceptional Circumstances

Please also provide a detailed description of your mitigating circumstances overleaf.

Nature of exceptional circumstances:

Own medical condition ☐ Bereavement ☐ Family Circumstances ☐

Procedural defect in the conduct of your assessment(s) (e.g. a fire alarm sounding during an examination) ☐ Other/Multiple ☐

Nature of supporting evidence attached (in English only – please contact the LSE Language Centre regarding official translations) :

Medical Certificate ☐ Death Certificate ☐ Police Report ☐

Other (please provide details)

Assessment(s) affected:

Course Code	Course Title	Date of exam/ submission
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Section 5: Description of exceptional circumstances

Please provide a summary of your exceptional circumstances. Please be specific about how you believe that the circumstances detailed therein affected your assessment(s), including exact dates.

Section 6: Notes

Please refer to lse.ac.uk/ExceptionalCircumstances for guidance before completing this form.

- Please attach official, original evidence, in English, of your circumstances.
- The deadline for Exceptional Circumstances submission (including supporting evidence) is seven days either from the date of your last examination, or from the submission date of the relevant assessed coursework.
- All Exceptional Circumstances received by the deadline is made available to the relevant Sub-Board of Examiners.
- Only evidence submitted on time and with this form can be considered. The Student Services Centre cannot obtain evidence on your behalf.
- If you are a General Course student, please ensure that you pass a full copy of this paperwork to your home university for their records.

Please return this form to the Student Services Centre, LSE, Houghton Street, London, WC2A 2AE, or via email to registry@lse.ac.uk.