

## Introduction

University examinations occur throughout the year, and take place Monday to Saturday. The University recognises that the examination timetable might clash with religious observance that restrict work. Consequently, the University seeks to minimise these clashes, where possible, but cannot guarantee that such clashes will not occur. If such clashes occur, it might be possible to make alternative arrangements.

Full details of the policy are here: [www.cambridgestudents.cam.ac.uk/your-course/examinations](http://www.cambridgestudents.cam.ac.uk/your-course/examinations)

## Religious observance

The University will consider applications for a religious observance that usually occurs over a restricted period (e.g. Eid ul Fitr, Shavuot, Shivaratri, Vaisakhi). It will not consider applications where observance extends over a significant period of time (e.g. Ramadan), where it is normally expected that daily activities (including examinations) will continue as normal; nor will it consider applications for amendment to the examination timetable to enable a student to make a holy visit.

## Registering potential clashes

Complete this form to identify potential days/dates, which might clash with University exams. The University will make every effort to address any clashes when the examination timetable is drafted. However, constraints placed on the timetable might make this impossible and it may therefore be necessary to make alternative arrangements, which will be discussed with your College.

## Personal Details

Please fill in all requested details below in capital letters only:

Full Name:			
Degree Programme:			
Year of study:		crsid: ( <i>login name</i> )	
College:			

Please indicate below the dates/times that you may be unavailable for examinations:

Date(s)	Reason for request

**Deadlines to consider changes to the draft timetable**

The completed form must reach the Student Registry before the deadline given below.

<b>University Examination Period</b>	<b>Deadline for receipt of form</b>
Lent term 2017	Monday 17 October 2016
Easter term 2017	Monday 07 November 2016
Medical and Veterinary re-sits (September 2017)	Monday 12 June 2017

The deadline is required to ensure receipt of the information before drafting the timetable. If you submit the form after this deadline, it will not be possible to consider changes to the timetable.

It is not possible to seek adjustments to the timetable for Michaelmas term examinations, as this was prepared in the preceding Easter term (see below).

**Deadlines to seek alternative examination arrangements**

The timetable for Michaelmas term examinations is prepared and so it is not possible to change this. However, we will consider making reasonable alternative examination arrangements if you submit this form **at least ten working days before your first examination**.

Submit completed forms to Student Registry (Examination Arrangements), 4 Mill Lane, Cambridge; or send a scanned and signed copy of the form to [exam.arrangements@admin.cam.ac.uk](mailto:exam.arrangements@admin.cam.ac.uk)

**Student Declaration**

I understand that the University will seek to avoid clashes with festivals of faith that prevent candidates from taking examinations, but that it cannot guarantee that such clashes will not occur. If such clashes occur, I understand that it might be possible to make alternative arrangements.

To ensure that your College is aware of your request, please obtain authorisation from your Director of Studies or Tutor.

**Student Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**College Authorisation**

I can confirm that the College supports the above student's request to comply with the requested period(s) of religious observance during the examination period:

**College Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**College role:** \_\_\_\_\_