**EXAM ALLOWANCE APPLICATION: COLLEGE FORM – DISREGARD OR REASSESSMENT**

This exam allowance application form is suitable for:

* Final years completing a three year BA Degree or Integrated Masters Degree
* Postgraduate Taught students

Except for:

* Medical and Veterinary Medical students during the last three clinical years of the course;
* Bachelor of Divinity Degree, Doctor of Medicine Degree, Doctor of Veterinary Medicine Degree, Ph.D. Degree (including by special regulations), Cert. PG study, Doctor of Business Degree, Doctor of Engineering Degree, Masters of Letters Degree (M.Litt and M.Sc.), M.Phil by Thesis

Before completing this application form, the College and student **must** read the [Guidance](https://www.cambridgestudents.cam.ac.uk/files/2025-26_exam_allowances_guide_for_students_and_colleges.pdf).

The Guidance complements the relevant [Statutes and Ordinances](https://www.admin.cam.ac.uk/univ/so/).

***Deadlines***

The student must have sent their initiation form to College **within 7 days of their exam** (or final exam within a single exam period). The College must email the student initiation form and this form with the supporting evidence to eamc@admin.cam.ac.uk **within 6 weeks of receiving the student’s initiation form**.

The EAMC will consider the application and provide an outcome within six weeks of receiving the application.

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| ***Criteria for receiving an allowance to progress or a degree or award***A student’s assessment(s) (exam, coursework or other formal assessment where the marks contribute to the student’s formal examination result) are impacted by illness or grave cause. Illness or grave cause is:1. So serious that it prevented the student from:
	1. attending the exam; or
	2. completing a substantive part of the exam; or
	3. having the decision-making capacity to determine they were not fit to sit the exam; or
	4. completing the assessment by the deadline and applying for an extension.
2. unanticipated;
3. entirely beyond the student’s control;
4. close in time to the assessment;
5. evidenced by contemporaneous evidence from an independent, appropriately qualified source;
6. accompanied by academic evidence that the student would have otherwise been expected to pass the exam. If the student attended the exam, the academic evidence must demonstrate that the student was expected to achieve a significantly higher mark than was received.
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**1. Student details**

|  |  |
| --- | --- |
| USN |  |
| Student name |  |
| College |  |
| Course *(e.g. Law Tripos)* |  |
| Date of student’s final exam |  |
| Date student submitted initiation form to College |  |
| Has the student been involved in any other University process that affected their exam marks, including an ongoing process? *(e.g. academic misconduct or the Examination Review Procedure. Where answering ‘yes’, details must be included in the Tutor letter)* | Yes / No |

**2. Student record to date**

|  |  |  |  |
| --- | --- | --- | --- |
| **Academical year** | **Tripos & Part e.g. MAT0**  | **Terms kept** | **Result** |
| **M** | **L** | **E** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**3. Supporting information**

***This application must be accompanied by ALL evidence.*** *Where applications are incomplete, it is likely that consideration of the application shall be delayed until the following Committee meeting.*

|  |  |
| --- | --- |
| ***Evidence*** | ***Tick to confirm*** |
| Student Initiation Form |[ ]
| Email from student submitting the Student Initiation Form (evidence of timing for the student form, and the College application) |[ ]
| Tutor and/or Senior Tutor letter detailing the reason for the application |[ ]
| Contemporaneous, independent evidence, complying with the Guidance *(e.g. medical evidence for illness)* |[ ]
| Where relevant, the Student Support Document (SSD) – all sections |[ ]
| All supervision reports for all academical year(s) of the course or, where supervision reports are not provided, any other academic evidence available*(if all reports are not supplied then they will then be requested, creating additional work for all)* |[ ]

**4. Tutor and Senior Tutor details**

*Where the student is making a ‘direct application’ the Tutor’s name should be completed all other boxes can be left blank. Colleges will be informed of all direct applications but will not receive copies of any medical or other sensitive evidence attached with the application.*

|  |  |
| --- | --- |
| Tutor name *(inc. title)* |  |
| Tutor email |  |
| Tutor signature |  |
| Date of signature |  |

|  |  |
| --- | --- |
| Senior Tutor name *(inc. title)* |  |
| Senior Tutor signature |  |
| Date of signature |  |