**EXAM ALLOWANCE APPLICATION: STUDENT INITIATION FORM**

***Instructions for completion***

1. If a student has been impacted by illness or grave cause in an exam, then this form must be completed.
2. This form must be completed by the student, or an authorised representative, where the student is unable to complete it (for example, they are in hospital);
3. The student or representative **must** submit this form to their Tutor and their Tutorial Office **within 7 days of the relevant exam**, or the last exam in the exam period. Where medical evidence is not yet available, send the form by the deadline and provide the evidence to the College as soon as possible;
4. Students must read the [Exam allowance guidance](https://www.cambridgestudents.cam.ac.uk/files/2025-26_exam_allowances_guide_for_students_and_colleges.pdf) in advance of submission.

***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.

*Flow chart of process and timings*

1. **Student details**

|  |  |
| --- | --- |
| USN |  |
| Title |  |
| Surname |  |
| First name(s) |  |
| College |  |
| Email |  |
| Course  *e.g. Law Tripos or MASt in Physics* |  |
| Year of course e.g ‘first year’ or ‘Part IIA’  *(where the course continues for multiple years)* |  |
| Date and title of exam(s) impacted by circumstances  *(list each exam impacted)* |  |
| Date of last exam in the exam period (if different) |  |

**2. Illness or grave cause**

*Brief summary of circumstances e.g. I missed the exam due to gastroenteritis as outlined in the College Nurse’s letter*

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**3. Reassessment for final year Tripos students**

*Answer this section only if you are in the final year of an undergraduate course (third or fourth year) and missed more than one exam. You will be able to disregard up to 25% of the exams on your course and have your results recalculated, in this circumstance reassessment will not be offered;*

|  |  |
| --- | --- |
| Tick **one** of the following options for your preferred exam allowance | |
| * + 1. Some form of reassessment in the Long Vacation/first half of Michaelmas Term, to receive an Overall Degree Classification (e.g. 1, 2.i, 2.ii, 3 or fail) – this can take place remotely or in Cambridge and may be one or multiple assessments, depending on your course of study and the decision of the Examiners.\*   \* the guidance has exceptions for a small number of courses at section 2.2 |  |
| * + 1. Reassessment next year, at the same time as the next cohort. You will be tested on the material you already know, you will have access to the VLE for revision and you may be given one online revision supervison per paper by the College.\*   \* the guidance has exceptions for a small number of courses at section 2.2 |  |
| * + 1. No reassessment, instead being granted ‘Deemed to Deserve Honours’ – a BA Degree with Honours, or an ‘Ordinary BA Degree’, depending on the academic evidence submitted |  |

* + 1. **Reassessment for postgraduate students**

*Answer this section only if you are studying a postgraduate course. You may be able to disregard up to 25% of the exams on your course and have your results recalculated, in this circumstance reassessment will not be offered;*

|  |  |
| --- | --- |
| Tick **one** of the following options for your preferred exam allowance | |
| 1. Some form of reassessment in the next three months, which is sufficient for Examiners to determine whether to grant you the academic award for the course you are undertaking – this can take place remotely or in Cambridge and may take the form of one or multiple assessments, depending on your course of study and the decision of the Examiners\*   \* the Guidance has exceptions for a small number of courses at section 2.2 |  |
| 1. Reassessment next year, at the same time as the next cohort. You will be tested on the material you have been taught during this academic year and you will have access to the VLE for revision\*   \* the Guidance has exceptions for a small number of courses at section 2.2 |  |

1. **Reassessment dates to avoid**

*Students cannot choose the dates of reassessment but if there are circumstances that must be taken into account then these should be detailed here, with evidence attached, e.g. planned surgical operations or funerals*

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1. **Intermission**

*For students whose course has not yet finished. Intermission is a break from studies, it can be used to enable students to recover or seek treatment following illness or grave cause*

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| Considering the impact of the illness or grave cause, will you want to intermit for the academic year 2026-27, to return in Michaelmas Term 2027? | Yes / No |

**7. Declaration**

*Applications must be accompanied by a completed student declaration. The student shall tick and sign to confirm agreement with the following statements:*

|  |  |
| --- | --- |
| ***Statement*** | ***Tick to confirm*** |
| I have read the Exam Allowance Guidance (linked at the top of this form). |  |
| The information provided in this application is an accurate and correct account of the situation, to the best of my knowledge and understanding. |  |
| I confirm that I believe my application meets the criteria set out in the Guidance and listed at the beginning of the form. |  |
| I am aware that I can provide a brief statement outlining the impact of the illness or grave cause, which must be concise, factual and linked to the relevant criteria. |  |
| I have provided contemporaneous evidence from an independent, appropriately qualified source of my illness or grave cause |  |
| I understand that the College will provide access to all academic evidence available regarding my progression on the course to date |  |
| I understand if I am permitted reassessment then this will not involve further teaching and I will need to make my own logistical arrangements (only invigilated assessments will take place in Cambridge and Colleges may be unable to provide accommodation). |  |
| I confirm that I give my consent for all documentation, including medical documentation to be provided, on a confidential basis, to the members of the University’s Examination Access and Mitigation Committee, and supporting administrators. |  |
| I understand that the University is able to undertake checks to ensure the veracity of any evidence provided as part of the application. |  |
| I understand that the evidence will form part of the record for any future applications to the University’s Examination Access and Mitigation Committee. |  |
| *Optional*  I understand that the College will submit this application and I will receive an outcome directly from the University (with the College copied into it).  *By ticking this box, you have opted-in to receive your outcome directly from the EAMC. If you leave the box blank, the outcome will be sent your College only, who will ensure you are made aware of the outcome.* |  |

|  |  |
| --- | --- |
| Name |  |
| Signature  (a typed signature is acceptable) |  |
| Date |  |

The University shall handle this information in accordance with the requirements of data protection legislation and will not divulge its contents to any third party or use it for any other purpose without your further consent. General details about the University’s use of personal information are published at <https://www.information-compliance.admin.cam.ac.uk/data-protection/general-data>.