

APPLICATION TO DEFER ASSESSMENTS

Before completing this form please refer to lse.ac.uk/deferral and the notes overleaf for information regarding deferrals. When completing the form you should outline the reason for your request and ensure that you enclose appropriate 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: Assessments that you wish to defer

IMPORTANT: You must list all assessments you wish to request to be deferred. You will be expected to submit any assessment you have not requested to defer.

Course Code (e.g. AC100)	Unit Value (e.g. 1.0 or 0.5)	Type of Assessment (e.g. LT 5,000 word essay)	Due Date (e.g. 10.12.2021)	Weighting (of overall course mark e.g. 30%)
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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. Your circumstances must be sudden, unforeseen, out of your control and proximate to the assessment(s) in question. Please continue on a separate sheet if necessary.

Section 4: Evidence

Supporting documents must comply with the **Standards of Evidence**.

Please choose the category that best describes your circumstances

Own medical condition Other / Multiple

Bereavement

Family Circumstances

Please tick/explain which evidence is provided. Evidence must be in English; some 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 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 your Tier 4 visa may be amended or curtailed and confirm that you have sought advice from the **International Student Visa Advice Team (ISVAT)**.*

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 are satisfied it meets the **Standards of Evidence**. You also confirm that you support this request and you understand the obligation to provide a further opportunity to submit this assessment/exam in the original format. If any course is outside of your home 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.*

Notes

- Please visit lse.ac.uk/deferral for information about deferrals, the impact deferring may have on progression and awards, and for details of when the deferred assessment will take place.
- Please visit the [ISVAT web page](#) for more details of how an extension may impact on your immigration permission.
- You cannot defer an assessment when the exam or submission date has already passed. Please read the web page for guidance on the deadlines for different types of assessment.
- Details of the outcome of your request will be sent to your LSE e-mail address. You must not assume your request has been approved until you receive a confirmation e-mail.
- If your deferral request is not approved and you do not submit the assessment you will receive a zero mark for that assessment.

Please return this form via the **SSC Enquiry Form**:

<https://lseportal.force.com/studentsservices/s/enquiry-form>

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