

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)
<input type="text"/>	<input type="text"/>
Student ID Number	Candidate Number
<input type="text"/>	<input type="text"/>
Department	Year of Study
<input type="text"/>	<input type="text"/>
Programme Title (e.g. BSc in Economics)	
<input type="text"/>	
Signature*	Date
<input type="text"/>	<input type="text"/>

*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	<input type="checkbox"/>	Bereavement	<input type="checkbox"/>	Family Circumstances	<input type="checkbox"/>
Procedural defect in the conduct of your assessment(s) (e.g. a fire alarm sounding during an examination)	<input type="checkbox"/>	Other/Multiple	<input type="checkbox"/>		

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

Medical Certificate	<input type="checkbox"/>	Death Certificate	<input type="checkbox"/>	Police Report	<input type="checkbox"/>
Other (please provide details) <input type="text"/>					

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"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Section 3: 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 4: Notes

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

- Please attach official, original evidence, in English, of your circumstances.
- Please refer to section three of the Exceptional Circumstances on-line guidance for specific deadlines for submitted Exceptional Circumstances forms (including supporting evidence).
- All Exceptional Circumstances documents received by the appropriate deadline(s) are 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.
- If you are submitting information relating to a long term health condition that you have not previously disclosed to the School and are due to submit further assessments, we would encourage you to contact the School's Disability and Wellbeing Service directly for additional support.

Please return this form to the Student Services Centre, LSE, Houghton Street, London, WC2A 2AE, or by attaching it to this enquiry form.