

This document applies (but is not limited) to the following procedures and should be read in conjunction with the guidance on the procedure in question along with the specific published advice for students on these matters:

- [Academic Appeals Regulations](#) – evidence is normally required for appeals based on exceptional circumstances.
- [Assessment Discipline and Academic Misconduct](#) (either a plagiarism allegation made against you, or where you submit work after the published or agreed extended deadline) – evidence is normally required where circumstances concern health and personal circumstances.
- [Deferral](#) – evidence is required.
- [Exceptional Circumstances](#) – evidence is required.
- [Extension requests](#) – evidence is required.
- [Short Term Central Exam Adjustments \(CEAs\)](#) – evidence is required. The standards set out below will be applied for applications relating to acute illnesses, injuries etc. For more information, including details about support for long term conditions, visit [evidence to support applications for short term CEAs](#).

Last updated: October 2024

Whatever evidence you submit, it is crucial that it *confirms the impact upon you* of your circumstances *at the relevant times* (for example, your assessment deadline) and is supplied by an independent party that *witnessed the impact* or where the circumstances/timing are such that the *impact can be clearly implied*. Decisions will be made solely on your statement and the corroboratory evidence you submit. Decision makers must be able to confirm your statement by looking at the evidence and so you should submit sufficient relevant evidence.

We are sorry that your circumstances have led to you needing to consult this document. We encourage you to seek support from the School. For example, your Academic Mentor, Department Programme Manager, the [Student Wellbeing Services](#), the [Student Advice and Engagement Team](#) or other points of contact as set out in this document and the associated Student Guidance.

The table below explains the types of evidence LSE normally expects. Please note this list is not exhaustive. We recognise that obtaining some forms of evidence can have a negative impact on you and where possible, to account for such situations, have tried to accommodate alternative forms of evidence. Where evidence relates to a third party, please ensure their name has been fully redacted. You do not need to redact names from a death certificate. We can only accept the following file formats: Word document, PDF, JPEG

| Circumstance | Required evidence |
|--|--|
| Illness (acute) | An acute illness is normally sudden/unforeseen and only lasts a relatively short time, for example, a broken arm. As evidence we would expect an original medical certificate/letter, dated from the time of your illness, from an appropriate medical professional confirming the nature of the illness and the likely impact it is having on your ability to undertake formal assessment and/or study. This includes medical certificates supplied by online doctors if they are UK based and CQC-regulated. |
| Disability or long-term medical condition | <p>If you live with a disability or long-term medical condition, you should be supported via the Disability & Mental Health Service (DMHS) (i.e. if you have disclosed your condition to them) and where appropriate receive assessment adjustments to assist you in managing your studies accordingly.</p> <ul style="list-style-type: none"> • Provided 'extensions to coursework deadlines' is one of the recommendations in your 'My Adjustments', no further medical evidence is required to request an extension. However, if your reason for requesting an extension relates to something other than your disability, appropriate evidence will be required. • Evidence of the impact on you of your circumstances at the time of the assessment(s) is required for deferrals, Exceptional Circumstances or appeals. • If you suffer a sudden and unforeseen deterioration or 'flare-up' with regard to your condition, then you should follow the evidential advice given above for <i>illness (acute)</i>. If you have been advised not to seek medical attention in the case of sudden deteriorations, you should explain this and provide what evidence you can to confirm it. |
| Illness (family) | A medical certificate/letter from an independent medical professional confirming the nature and severity of the family circumstances and the likely impact it is having on <i>your ability to undertake formal assessment and/or study</i> . This might also include unforeseen caring responsibilities or a change to long-term caring responsibilities. You would normally be expected to factor long-term caring responsibilities into your studies with the support of LSE. |

| | |
|--|---|
| Hospitalisation | A medical letter/certificate from the relevant hospital confirming the nature and severity of your circumstances and the likely period of impact on your ability to undertake formal assessment and/or study. Alternatively, as per <i>illness (acute)</i> above but also confirming any period during which you were an inpatient. Depending on the circumstances, it may also be possible to accept an admission/discharge letter or notes from a suitably qualified emergency responder or healthcare provider. |
| Bereavement | You should make clear the nature of the relationship between you and the deceased and how your ability to study has been affected . As evidence, we would normally expect a death certificate or a letter confirming the death from an appropriate independent person (usually not a family member) with their contact details provided and including a view on the closeness of the relationship. Evidence from a hospital, Family Bereavement Centre, or equivalent can also be accepted. If you are unable to submit this evidence, please explain why, and in its place, LSE may be able to accept the following: a media report, letter from religious leader/ funeral director, order of service, letter from a legal professional/ notary/ executor of the estate, or a police report/coroner's report. We appreciate this process may be difficult and have a negative impact on you, and so supporting evidence from a member of staff may be acceptable in some circumstances (see student Guidance). |
| Personal/Emotional issues (acute) | An original medical certificate or letter from an appropriate medical professional. If you have used the Student Wellbeing Service (SWS) and feel that this is relevant, please see the information below on what can be provided by different parts of the SWS. Depending on the issue(s) concerned, LSE might consider a letter from a religious/faith leader. |
| Pregnancy | If you are pregnant, you should follow the advice published by the School. In some cases, it may be appropriate to request an extension or a deferral (for instance, if you suffer from a specific illness caused by the pregnancy), in which case the requirements for illness or hospitalisation above should be followed. |
| Victim of Crime | A written statement of events which is supported by written evidence from the Police (including a crime reference number) or official court or police correspondence. Where the impact of the crime has led to a medical or other professional consultation, an original medical certificate or letter from an appropriate medical professional confirming the likely impact the reported crime had/is having on your ability to undertake formal assessment and/or study (see 'Staff Supporting Statements' below). We would remind you that there is LSE support available, as well as from external agencies (see Sources of Support below*). |
| Sexual assault, sexual harassment, or domestic violence | We recognise that providing direct evidence in these circumstances may be very difficult for a survivor of sexual assault, sexual harassment or domestic violence and we would remind you that there is LSE support available, as well as from external agencies (see Sources of Support below*). In these circumstances we appreciate that you may not want to go into detail or have, or want to share, specific evidence of the incident(s) concerned; however, confirmation of the likely impact the circumstances had/is having on your ability to undertake formal assessment and/or study would be helpful. This could be a letter of support written by an appropriately qualified professional (e.g. health professionals, police authority, support worker) or an LSE Safe Contact . |
| Unexpected financial problems | <p>You need to clearly demonstrate how something unexpected has occurred to disrupt your financial arrangements or to cause additional expenditure. The unexpected circumstances must have occurred after you commenced your studies. The types of evidence you need to provide are as follows:</p> <ul style="list-style-type: none"> • Medical certificates (as above), if the financial difficulties relate to illness; • A death certificate, if the financial difficulties relate to bereavement; • Original scholarship/sponsorship letter and evidence of non-continuation; • An employer's redundancy letter, if the financial difficulties relate to you or a member of your family being made redundant; • Suitably redacted bank statement from the time of affected assessment. <p>Please note LSE expects you to have registered with sufficient funds for the duration of your programme of study. Unfortunately, LSE cannot consider your case if you knowingly registered without sufficient funds for their fees and living costs.</p> |

If you are unable to meet the standard as set out above, then you should submit any corroborating evidence that you do have.

Any evidence presented from a health professional or other professional body listed above must normally meet the following standards and should be:

- **Written by appropriately qualified professionals (e.g. health professional, police authority) who are independent from you.**

- **On headed paper and signed and dated by the author.** Evidence presented by email may be acceptable in some circumstances but only if the email has been sent by the author from the official domain name of the author's organisation. Where evidence is submitted in email form the School reserves the right to request further information from the student.
- **Able to specifically confirm that the circumstances were witnessed on the relevant date as opposed to being reported retrospectively.**
 - **In English.** If your evidence is not in English, then you must submit an original source-language copy of the evidence together with an officially translated copy. The translation must include a statement signed by a Notary Public, attesting that the translated text is an accurate and complete translation of the source-language text. The [LSE Language Centre](#) may be able to help with official translations of some languages. It is the student's responsibility to attach all relevant documentation and to obtain an official translation at the time of submission.
- **Unaltered.** Documentation that has been amended for any reason will be deemed inadmissible by the School.

You are asked to note that the following evidence is normally not acceptable:

- Technical medical reports that do not contain the required information set out above
- Prescriptions, X-Rays, photographs or similar
- Statements from family and/or friends
- We do not accept video evidence. Only Word documents, PDFs or JPEGs are accepted as evidence.

LSE reserves the right to take such steps as are deemed necessary to verify the evidence submitted without prior notification. Where we are unable to authenticate the material to our satisfaction, your request may not be accepted. LSE reserves the right to request sight of original documents, if necessary. If there is evidence that you have fraudulently presented documentation to LSE, the matter will be referred to the Disciplinary Regulations for Students.

Staff supporting statements

As an exception to the above evidential requirements, decision-makers may consider documentation supplied by members of staff known to you, and who have been in regular contact with the you, for example, Academic Mentors, Student Counsellors, Mental Health Advisers, Disability Advisers. However, please note the limitations on documentation that staff can provide as detailed below.

Staff in these roles will only provide supporting documentation if:

1. You have engaged with them sufficiently prior to the affected assessment(s) such that they are fully conversant with your situation and there is evidence of such meetings and/or correspondence. They will not be able to provide supporting documentation on the basis of one meeting.
2. You have engaged with them proximately to the assessment(s) concerned so they can comment on your circumstances at that time, including any deterioration in your circumstances etc., and the likely impact upon you with regard to your ability to engage with your studies/assessments.
3. You cannot, for good reason provide other independent evidence to demonstrate that your circumstances were unforeseen, outside of your control and had a significant impact on your ability to study and/or take assessments.

Student Wellbeing Service documentation:

- The Wellbeing Service cannot provide supporting documentation.
- The Student Counselling Service can state whether you received counselling and the dates that it was provided.
- The Disability and Mental Health Service can confirm if you have provided medical documentation confirming your disability and whether you have 'My Adjustments' in place.

Where possible, you should obtain independent corroboratory evidence of the impact upon you of your circumstances and not rely on statements of support from staff.

You should note that staff cannot determine if you are, or are not, fit to sit/submit an assessment and you should not ask them to do so. Your fitness to sit/submit will be determined by the decision maker of the process concerned (extension request, deferral request etc.) based on your statement and the corroboratory evidence.

It is your responsibility to submit all relevant documentation you want LSE to consider and if necessary to obtain an official translation at the time of submission.

LSE will not obtain any documentation on your behalf. For the avoidance of doubt, this includes evidence you have submitted to LSE through another procedure.

***Sources of Support**

General

- [Ask the Police](#)
- [Citizens Advice Bureau](#) (rights and responsibilities)
- [Crimestoppers](#) (reporting crime)
- [Equality Advisory and Support Service](#)
- [Metropolitan Police](#)
- [NHS 111](#) (non-emergency service)
- [Nightline](#) – open every night from 6pm to 8am during term time
- [Samaritans](#) (08457 909090 / 020 7734 2800), 116 123, email: jo@samaritans.org
- [Stop Hate UK](#) (all forms of hate crime and discrimination)
- [Victim Support](#) (victims of crime)
- [National Stalking Helpline](#) (support for anyone experiencing stalking)

Sources of support for female students

- [National Domestic Abuse Helpline](#): Women and children: 0808 2000 247
- [Rape Crisis](#) (rape and sexual abuse)
- [Solace Women's Aid](#) (0808 802 5565 / advice@solacewomensaid.org)
- [Women's Aid](#)
- [Refuge](#) (support for women and children who have experienced domestic abuse)
- [The Havens](#) (London-based support for survivors of recent rapes/sexual assaults for all genders)
- [NAPAC](#) (support for survivors of childhood sexual abuse for all genders)
- [Rights of Women](#) (free and confidential legal advice for women)

Sources of support for male students

- [National Domestic Abuse Helpline](#): Men: 0808 801 0327
- [Survivors UK](#) (male victims of rape and sexual abuse)
- [Mankind](#) (support for men who have been sexually abused)
- [Men's advice line](#) (support for men experiencing domestic violence)
- [The Havens](#) (London-based support for survivors of recent rapes/sexual assaults for all genders)
- [NAPAC](#) (support for survivors of childhood sexual abuse for all genders)