

To be filled in by School Office:
DEFERRED EXAM
EXTENSION

Name:

Matriculation Number:

Email:

Date:

Notification of Student Problems

You should use this form to notify the School of Psychology of any medical, personal or other difficulties that you are encountering which are affecting your studies. Please print the form, complete all necessary information and hand it in to the School Office. Requests for extensions or deferred exams will be discussed by a minimum of 3 people from the Honours Advisers, the Honours Course Controller, the Director of Teaching, and the Head of School.

Once a decision has been made you will be notified by email.

Please remember, that Student Services are always available to provide support with any problems that you may have. They are located on the first floor of the Union Building, or may be contacted by email studentservices@st-andrews.ac.uk, telephone (2720) or on the web <http://www.st-andrews.ac.uk/student-services/Adviceandsupport/>

Please provide information about your problem and how this is affecting your work:

Modules affected :

Are you requesting a deadline extension?

If yes, when would you like to request an extension until?

Do you anticipate absence from class or exam?

If yes, fill in a Self Certificate of Absence Form, available via Student Portal

<http://www.st-andrews.ac.uk/students/rules/selfcertification/>

Nature of Problem: (Please Circle)

*Illness - Acute/Chronic, Bereavement, Family Problems,
Personal Problems, - Other*

Please provide us with details: