

**Exceptional Circumstances Form [TAUGHT AWARDS]**

### Self- Certification of Short-Term Sickness (UP TO 5 DAYS IN DURATION): Notification Form

*This form should be used as evidence that a student has notified the programme team of short-term sickness where medical evidence is not available. This is known as the short-term sickness notification procedure.*

*Please refer to* [*6J- Exceptional Circumstances: Policy and Procedures*](https://intranetsp.bournemouth.ac.uk/pandptest/6j-exceptional-circumstances-policy-and-procedure.pdf) *when completing this form.*

*This form is completed by your Programme Support Officer when you contact them to notify the University/Partner of short-term sickness which may affect your performance in one or more assessments or prevent you from meeting an assignment deadline/sitting an exam.*

*Once completed, your Programme Support Officer will provide you a copy of this form which should be submitted alongside a completed Exceptional Circumstances form: Request for EXTENSION or POSTPONEMENT. It does NOT replace the request form.*

*You CANNOT inform your programme team of short-term sickness retrospectively (i.e. after your assignment deadline/time of your exam) under the short-term sickness notification procedure.*

**Programme Support Office to Complete:**

|  |  |  |  |
| --- | --- | --- | --- |
| **1. Student Details** | | | |
| **Surname (Family Name)** |  | **First name** |  |
| **Student ID number** |  | **Level (4/5/P/6/7)** |  |
| **Telephone number** |  | | |
| **Programme** |  | | |
| **Programme Leader** |  | | |
| **Faculty** |  | | |

|  |  |
| --- | --- |
| **2. Assessment Details** | |
| **Unit Name (s)** |  |
| **Assessment type(s)** | *Coursework/ Examination* |

|  |  |
| --- | --- |
| **3. Details of Sickness** | |
| **Illness type (brief detail)** |  |
| **First date of sickness** |  |
| **Date Programme Team informed of Sickness** |  |
| **Name of Programme Support Officer completing the form** |  |