

School/Institute of NAME

Subject Examination Board for NAME

Extenuating Circumstances Sub-board

A meeting will be held on DAY DATE MONTH YEAR, at TIME in VENUE

A G E N D A

**Part I: Preliminary items**

1. **Confidentiality**

To note that the business of the meeting is strictly confidential. Details of the sub-board’s discussions should not be shared in any detail unless – exceptionally – the case requires further discussion at the SEB meeting itself.

1. **Declaration of interests**

To note any potential conflicts of interest and to agree measures to ensure that these cannot affect decision-making.

1. **Regulations**

To notethe key points of the *Academic Regulations* including the fit to sit policy, the regulations on extenuating circumstances, and the policies on extenuating circumstances in the *Assessment Handbook*.

**Part II: Consideration of extenuating circumstances**

1. **First year students**

To consider claims for extenuating circumstances and the accompanying evidence, and to make recommendations for action to the SEB.

1. **Second year students**

To consider claims for extenuating circumstances and the accompanying evidence, and to make recommendations for action to the SEB.

1. **Third year students**

To consider claims for extenuating circumstances and the accompanying evidence, and to make recommendations for action to the SEB.

1. **Fourth year students**

To consider claims for extenuating circumstances and the accompanying evidence, and to make recommendations for action to the SEB.

1. **Final year students**

To consider claims for extenuating circumstances and the accompanying evidence, and to make recommendations for action to the SEB.