** Application for Adjustments to**

**Assessment Arrangements**

**(Research Students)**

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| *Students should complete this form for submission under Section 6 of the General Regulations for Research Degrees[[1]](#footnote-2) in the* Examination Regulations *for candidates who require adjustments to the assessment arrangements for their Transfer of Status, Confirmation of Status, and the final oral examination.*  *Please discuss your needs with your Director of Graduate Studies, or supervisor should you prefer, prior to submitting this form.* |

**SECTION 1 –** Declaration of consent *(to be signed by the student)*

All information that you provide on this form and any supporting materials submitted in support of your application are treated confidentially and stored securely. In order to process your application this information will be shared with a number of necessary individuals on a strictly need to know basis in order that a decision can be made on your application. This group is likely to include your Graduate Studies Committee / Director of Graduate Studies (or equivalent), the relevant departmental and divisional administrators and the Disability Advisory Service. In some circumstances your college senior tutor and administrator (or equivalent), Education Policy Support, Proctors’ Office and Education Committee will also be consulted. Input is needed from each of these areas of the University in order to assess your application and to record the outcome so that it can be administered effectively.

Once a decision on your application has been made, a summary of your application will need to be shared with other relevant individuals to ensure that any necessary adjustments can be put in place. It is likely that this information will be shared with Research Degrees Team, assessors, internal and external examiners.

Further information about the University’s Data Protection Policy can be found at <http://www.admin.ox.ac.uk/councilsec/compliance/dataprotection/>.

After your application has been completed, the paperwork will be retained for 6 years after the end of your student relationship as part of your student record. Information on how your student data is dealt with can be found here <https://www.ox.ac.uk/students/life/it/studentrecord/data?wssl=1>.

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| **I consent to disclosure within the above limits** | | ❑   **Yes**           ❑   **No** |
| **Signature of Student:** |  | |

*If you do not consent to the sharing of relevant information, or if you withdraw your consent (which you may do at any time) for the sharing of this data before your application has been considered, you should be aware that the processing of your application will cease with immediate effect.*

**SECTION 2 -** Student details

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| --- | --- | --- | --- |
| Name of college: |  | | |
| Surname: |  | Student Number: |  |
| Forename(s): |  | Current year of study: |  |
| Programme of study: |  | | |
| Name of supervisor(s): |  | | |

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| **Do you already have some approved assessment adjustments in place?**  **I*f yes****, please indicate briefly what they are below:* | ❑   **Yes**           ❑   **No** |
|  | |

**SECTION 3 -** Application for assessment adjustments

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| **Please indicate what assessment adjustments you require:**  *Please note that you should discuss your requirements with your Director of Graduate Studies or, should you prefer, your supervisor or graduate studies administrator to ensure they are workable prior to completing this section of the form.*  *You must provide appropriate supporting evidence for your request.* |
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| **Please list any supporting evidence that you are including with your application.**  *Please note that this evidence will not be sent to your examiners.* |
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**SECTION 4 -** Signature of Director of Graduate Studies (or equivalent)

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| **Have the requested assessment arrangements been approved/part-approved? If yes, please provide details.** | | ❑   **Yes**    ❑   **Part**     ❑   **No** |
|  | | |
| **If no, is this because you are not satisfied that the evidence supports the request?**  **Please briefly indicate why.** | | |
|  | | |
| **If no, is this because the assessment adjustment requested is one that must be approved by the Proctors? Please briefly indicate why.**  (The Departmental Administrator should pass the application to the Proctors) | | |
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| **Signature of Director of Graduate Studies:**  (an electronic signature is acceptable) |  | |
| **Date:** |  | |

**Please send your completed form to your Departmental Graduate Administrator**

**OFFICE USE ONLY**❑ Research Degrees Team notified ([researchdegrees@admin.ox.ac.uk](mailto:researchdegrees@admin.ox.ac.uk))

1. <http://www.admin.ox.ac.uk/examregs/2016-17/grgoveresedegr/> [↑](#footnote-ref-2)