



Additional Consideration Application Form

Important Notes for students on submitting an application Additional Consideration

What is Additional Consideration?

Applications for Additional Consideration will be considered for circumstances that a student cannot overcome or manage without an impact on their ability to undertake assessments because they occur suddenly, unexpectedly or are severe in nature.

These circumstances are significant, short-lived, unforeseeable, unpredictable and outside of the student's control. They are not circumstances and/or conditions that have been previously registered by the conservatoire e.g. the particular examination requirements of a student with a disability or minor illness or circumstances that could have been avoided with better planning or time management.

In what circumstances may you make an application?

You may make an application if you:

- are unable to attend an examination or submit coursework by the deadline
- started an examination but were unable to complete it
- have missed a coursework submission deadline or an examination in the last **10 working days (2 calendar weeks)**
- have attended an examination or submitted your coursework (including within the late penalty period) in the last **10 working days (2 calendar weeks)**, but feel your performance was significantly affected.

Applications will not be considered for ensemble or group contribution penalties that have been applied against an assessment mark.

When referring to 'Working Days' this does not include Weekend Days or Bank Holidays.

You may make an application due to:

- Significant short-term physical illness or injury
- Significant short-term mental ill-health
- A recent exacerbation of a long term mental/physical health condition
- Death or serious illness of a person you have a close relationship with
- Exceptional caring responsibilities (ie non-routine)
- Experience of harassment / victim of a crime

Should you feel your circumstances have a substantial and long-term adverse effect on your day-to-day activities, you may wish to seek some advice from our Disabilities Team or Wellbeing Team before completing the form to discuss the support that may be available to you. It is not possible to apply for Additional Consideration over a sustained period of time regarding the same circumstances.

When should you submit an application?

Applications can be considered **up to 10 working days (2 calendar weeks)** after the affected deadline or exam/performance date.

Applications will be considered whether or not you have submitted the coursework by the original deadline / attended the relevant examination.

Where the circumstances will affect you being able to meet a deadline, you should aim to apply in advance of that deadline, **ideally 1 week in advance**. This is to allow sufficient time for the application to be considered and for you to make an informed decision about your deadline/exam. It is also possible that if your circumstances are short-lived and you require only a short extension for non-submitted work, an application submitted at 10 working days (2 calendar weeks) past the deadline may not be able to be considered in time.

Applications will also be considered where you have submitted your work late, but within the late mark penalty period, or where you attended an examination but had to leave due to illness.

If you apply more than 10 working days (2 calendar weeks) after a missed deadline/examination your application will not be considered.

Supporting Statements and Evidence

It is your responsibility to fully explain your circumstances and the impact they have had/are having on your work. It is not the responsibility of the panel to try and determine this from lack of information or to seek further information on your behalf.

Should your evidence not be available immediately, you should still submit your application on time. The Exams Team will then set a deadline for evidence to be submitted. Applications where supporting evidence is not provided within the stipulated time period will be rejected.

For advice and examples of acceptable/non acceptable circumstances and appropriate evidence see the Student information page - <https://students.leedsconservatoire.ac.uk/assessment/additional-consideration/> This list is not exhaustive and each case is looked at on an individual basis.

Any costs incurred in collecting/supplying evidence will be your responsibility.

You are responsible for obtaining all appropriate documentary evidence. The conservatoire will not seek documentary evidence on your behalf.

Only evidence written in English can be considered. It is your responsibility to obtain and submit a verified translation if the original evidence is in another language.

You can Self-Certify, by completing the relevant form, for short-term illnesses affecting between **1-5 consecutive working days (up to 1 calendar week)**.

Students are able to use the Self-Certification process for a maximum of two applications in a particular Semester, or three applications in an academic year (this includes the Summer Deferred/Reassessment Periods).

Where should you submit the application and evidence?

Application forms should be sent to exams@leedsconservatoire.ac.uk along with supporting evidence.

What happens next?

The panel will consider your application and supporting evidence as soon as possible and the Exams team will inform you of the decision by e-mail.

Please note that the conservatoire will endeavour to process your application in time for your deadline/performance date; however there may be possible delays in some circumstances.

Details of your circumstances will only be made available to the small group directly involved in the decision making.

If your application is approved, then this will result in one of the following:

	Undergraduate	Postgraduate
Examination	Alternative date arranged.	Alternative date arranged.
Coursework	Extension given. This extension is normally between 2 and 4 weeks, depending on the circumstances described by the student and the content of the supporting evidence. Applications supported only by Self-Certification will receive an outcome of an extension of 2 weeks.	Extension given. This extension is normally between 2 and 6 weeks, depending on the circumstances described by the student and the content of the supporting evidence. Applications supported only by Self-Certification will receive an outcome of an extension of 2 weeks.

If you submit your coursework at the original deadline, or within the late penalty period, whilst waiting for the outcome of your application, you will have the choice to make use of any given extension or choose to receive a mark for your submitted work (late penalties would not apply). If we do not receive a response by a stipulated deadline, your original submission will be marked.

If you have attempted, or partially attempted an examination on the original date and your application is successful, the original attempt will be void and any mark discarded.

Should the circumstances still be affecting you at the time of the extended deadline/ deferred exam and you submit another application, a further extension may be granted, at the discretion of the Sub-committee, or a recommendation may be made to undertake the first attempt during the summer assessment period.

If your application is not approved:

If your application is not approved the original mark for the assessment will stand (including any relevant late penalties). You should wait until the Exams Team notify you of your final results in July and if you have further information or evidence that was not legitimately available at the time you applied, you may wish to appeal against the decision of the Board of Examiners. You should read the appeals information on the Student Information page carefully and seek advice to ensure this is the correct course of action for you before lodging an appeal - <https://students.leedsconservatoire.ac.uk/assessment/appeals/>

Academic Appeals on the grounds of Additional Consideration after the decision of the Board of Examiners has met will not normally be considered unless the student can show good reason why the circumstances, or supporting evidence, were not made known at the time of the assessment.



Application for Additional Consideration 2025/26

Student Information	
Forename(s)	
Surname	
Student ID Number	
Course / Pathway	
Year of Study	

Please note we will write to you at your conservatoire email account only.

Assessments affected		
Module Title	Assessment Code	Submission Deadline/ Date of Exam

Please note that, where possible, your application should be **made in advance** of the coursework deadline/date of exam.

Applications will be considered **up to 10 working days (2 calendar weeks)** after the exam/deadline. Late applications will not be considered.

Where a short extension is applicable/required for non-submission of coursework, applications submitted towards the end of the above application window risk not being considered.

If you have already submitted your coursework within the late penalty period, please indicate if you wish to be considered for a further extension and the work submitted to be void, or if you wish for the submitted work to be marked and the late penalty waived.

Extension ☐

Waive Late Penalty ☐

Your Circumstances: Use this space to provide a thorough explanation of your current circumstances and how they have prevented you from completing your assessment(s)

Duration of Circumstances;

From:	
To:	
Ongoing	

Evidence: Please list the supporting evidence that you have attached/enclosed in support of your application

☐ **Self-certification (dates noted above)**

Students can only self certify twice per semester and up to three times per academic year (including the summer reassessment period)

☐ **Doctors note/letter** (*Letters from 'ZoomDoc' or similar organisations will not be accepted*)

☐ **Record of hospital admission/appointment**

☐ **Letter from consultant/specialist**

☐ **Police incident report**

☐ **Letter from court**

☐ **Other, please specify**

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Please note that supporting evidence must be written in English; where original documentation is written in another language please also provide a verified translation.

If your evidence is not yet available please provide an estimated date it will be submitted

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You must sign below before submitting your application

I confirm that I have read and understood the above information and guidance for the submission of Additional Circumstances and declare that all information given is true and all evidence submitted is genuine.

Name (print)

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Signed: Date: