APPLICATION FOR EXAM ARRANGEMENTS – RELIGIOUS REASONS

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| --- | --- | --- | --- | --- |
| **First Name:** | | | **Family name:** | |
| **PRID No:** | | | **Year of Study: Foundation /1 /2 /3 /4** | |
| **Degree Course:** |  | | | |
| **Location of Study:** | **Colchester Campus:** | **Loughton Campus:** | | **Southend Campus:** |
| **Religion:** | | | | |
|  | | | | |

Please state how your religious activities will prevent you from carrying out your examinations. Please provide dates:

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**EVIDENCE (Usually a letter from your local faith leader):**

**Evidence provided by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## DECLARATION

* I declare that the information I have given on this form is correct and complete to the best of my knowledge, and I understand that giving false information will disqualify my application.
* The University has a notification under the 2018 Data Protection Act and the personal date supplied on this form will be held in accordance with the requirements of the Act. The data will be held solely for the purposes of assessing your need for individual exam arrangements. Details will be passed to the Examinations Office for them to put the arrangements in place.
* I give my consent to the University holding the personal data on this form for the purposes of assessing my need for individual exam arrangements, and to sharing information with the exams office, department and invigilator where it might be useful in an emergency.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return this form to: The Student Wellbeing and Inclusivity Service (SWIS) or Student Services Hub at your campus. Email queries please contact: [include@essex.ac.uk](mailto:include@essex.ac.uk)

Deadlines for applications:  
For December/January examinations: no later than 31 OCTOBER  
For May/June examinations: no later than 31 JANUARY

The University will make every effort to avoid arranging exams on a Sabbath or holy day for those students who have informed the Examination Office as required. The University, however, reserves the right to hold exams on such days if no alternative time is convenient.

FOR OFFICE USE ONLY Assessors Initials\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Seen Student Received Current Evidence from:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Consulted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Action taken \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_