**Notification of carry forward of marks form**

This form must be completed to enable carry forward of marks for work completed prior to suspension. Users may find it helpful to refer to the ‘Procedure for carry forward of assessments as a result of suspension of studies’ (available from <https://academic.admin.ox.ac.uk/dispensations>) when completing the form. It should be completed as follows:

|  |  |
| --- | --- |
| *Student Category* | *Form to be completed by* |
| Undergraduate (except OUDCE) | College |
| Postgraduate taught | Department |
| All OUDCE students | OUDCE |

**1. Student details**

|  |  |  |  |
| --- | --- | --- | --- |
| Student Number |  | | |
| Forename(s) |  | | |
| Surname |  | | |
| Course/programme title |  | | |
| Department/Faculty |  | College (if applicable) |  |
| Dates of suspension (please use exact dates as entered on eVision) From: |  | To: |  |
| Is the effective start date of the student’s suspension during Full Term\*? | Yes/No | If Yes, please provide details of any assessment completed during the term of suspension in section 3. | |
| Is the student repeating a term? If so, please specify. | Yes/No | Repeated term(s) |  |

\*Full Term is defined as Sunday of week 1 to Saturday of week 8 of any term. See guidance notes for further information.

**2. Assessment details (completed prior to suspension)**

Please provide details of all assessment for the award that the student completed prior to the approved suspension start date. Do not include any information in this section for the term of suspension if the student’s recorded start date of suspension is within Full Term. Add additional rows if required.

|  |  |  |  |
| --- | --- | --- | --- |
| Assessment unit title | Assessment code | Assessment (Exam, Submission etc.) date | Did the student receive an extension? (Yes/No; Date) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**3. Assessment details (completed during suspension or during the term in which suspension started or during a term which the student will be repeating)**

If any information is provided in this section, the form should be sent, together with a [student consent form](https://academic.admin.ox.ac.uk/dispensations), to [edcapplications@admin.ox.ac.uk](mailto:edcapplications@admin.ox.ac.uk) for consideration on behalf of Education Committee. Please note that all requests will be considered on their merits.

Please provide details of any assessment completed after the agreed start date of suspension or during the term in which the suspension started that the student would like to be carried forward to their return to study. If there are any assessments that the student would like to request NOT be carried forward that are required to be by regulation, please provide details.

|  |  |  |  |
| --- | --- | --- | --- |
| Assessment unit title | Assessment code | Assessment (Exam, Submission etc.) date | Did the student receive an extension?  (Yes/No; Date) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Please provide a brief explanation for a request to carry forward completed assessment that is not permitted by regulation or for a request to NOT carry forward completed assessment that is required by regulation. Please provide appropriate supporting material, e.g. medical certificate.

|  |
| --- |
|  |

**4. Referrer details**

|  |  |
| --- | --- |
| Full name |  |
| Position |  |
| Date |  |

Please send this form to the Academic Records Office ([aro@admin.ox.ac.uk](mailto:aro@admin.ox.ac.uk)) if information has not been provided in section 3.

Please send this form to Education Policy Support ([edcapplications@admin.ox.ac.uk](mailto:edcapplications@admin.ox.ac.uk)) if information has been provided in section 3 or sections 2 and 3.