**PERSONAL CIRCUMSTANCES (MISSED ASSESSMENTS PROCESS) FORM**

**Step 1. Personal Details**

Name

Student Number

Programme Title

Name of your local College/University

**Step 2. Describe why your circumstances caused you to miss the assessment.**

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| **Step 3. Assessment Details** |

**Please enter the details of the assessment(s) affected:**

Please provide the module code, module name, type of assessment and date for each assessment you are applying for.

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| **Module Code** | **Module Name** | **Assessment Type** | **Assessment Date** |
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**Step 4. Declaration**

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| **Data Protection, Consent to Process Personal Information** ***I agree to the university processing my personal data as described below in accordance with the terms and conditions of the applicable UK Data Protection legislation.* The Data Controller is UWE. For data protection queries, please write to the Data Protection Officer, UWE Frenchay Campus, Coldharbour Lane, Bristol, BS16 1QY, or** **dataprotection@uwe.ac.uk****.*We will hold your data securely and not make it available to any third party unless permitted or required to do so by law. The requested information will be used as follows:*** **1. For the sole purpose of reviewing and processing your personal circumstances claim.****2. Will only be disclosed to *designated staff who are responsible for consideration of requests*.****3. The information supplied will be kept for a period of up to four years, after which date the information will be deleted / destroyed.****4. The information will be stored securely within a university SharePoint with access privileges only given to designated staff.** |
| **I declare that the information above is true, that any supporting evidence provided is genuine and that the university reserves the right to request to see a physical copy of any original supporting evidence and that failing to do so may impact on the review of my personal circumstance claim** |

**Please tick to confirm your consent and declaration **

Date: ……………………………….