



How this guide helps

The following step by step guide provides you with basic information and advice on what to do if you need to apply for Special Considerations. If you would like additional support, you can contact us using the details below. Please note that an Adviser will not be able to predict the outcome of any Special Considerations' applications.

Advice Centre contact details

- **Tel** 023 80 59 2085
- **Email** advice@susu.org
- **Website** susu.org/support
- **Facebook** The Advice Centre - SUSU

Wellbeing

It is important to recognise that it is normal and natural to feel some anxiety when you are following a formal process and that the University has support in place to help you with your wellbeing. You can contact the Universities Wellbeing Team on studenthub@soton.ac.uk or by calling 023 80 599 599. They are available 24 hours a day, 7 days a week.

Step 1: Understand the difference between Special Considerations and Extensions

What is an Extension?

An Extension is an application you make to the University to extend the deadline of an assessment. There may be many reasons why you require an Extension such as illness or family emergency.

What are Special Considerations?

Special Consideration is a post-examination adjustment made to a candidate's performance record, to make allowances for any adverse circumstances, for example illness, bereavement or temporary injury.

*Providing students with free,
independent and confidential
advice and information.*

 **advice@susu.org**
 **02380 592 085**

SUSU 
Southampton University
Students' Union



Step 2: Read the guidance and regulations

Most of the information you require can be found in the Special Considerations guidance which can be found by following this link: [Special considerations guidance](#)

You may also find it helpful to read the regulations regarding Special Considerations: [Special consideration regulations](#)

Step 3: Complete the application form

Extensions

If you are applying for an Extension, you will need to complete the following form: [Extension request form](#)

You will need to submit this as early as possible so that the University has time before your deadline to decide whether to offer an Extension and let you know your new deadline.

If you have been unwell for less than 7 days, you will need to submit a self-certification form alongside the Extension request form. The self-certification form can be found using the following link: [Link to self-certification form.](#)

If you have been unwell for more than 7 days or your application relates to something other than illness such as family emergency, you will need to provide supporting documentation with your request.

Special Considerations

If you wish to apply for Special Considerations, you will need to do so using the following form: [Link to special considerations form](#)

If you have been unwell for less than 7 days, you will need to submit a Self-Certification form alongside the Special Consideration form. The self-certification form can be found using the following link: [Link to self-certification form.](#)

If you have been unwell for more than 7 days or your application relates to something other than illness such as family emergency, you will need to provide supporting documentation with your request.

You will need to submit your form within 5 working days of an assessment deadline or examination.

When applying for Special Considerations, it is important that you explain the impact of an event and not just the circumstances. For example, if you have been unwell, don't just explain the sickness also explain how the sickness affected you and your ability to study.