## APPLICATION FOR EXAM ARRANGEMENTS – RELIGIOUS REASONS

<table>
<thead>
<tr>
<th>First Name:</th>
<th>Family name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth:</td>
<td>Year of Study: Foundation /1 /2 /3 /4</td>
</tr>
<tr>
<td>Degree Scheme:</td>
<td></td>
</tr>
<tr>
<td>Location of Study:</td>
<td>Colchester Campus:</td>
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</tbody>
</table>

**Religion:**

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

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

**EVIDENCE**

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 1998 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 in order 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: Student Services Hub, First Floor, Silberrad Student Centre, University of Essex, Wivenhoe Park, Colchester, CO4 3SQ, as soon as possible. If you have any queries please contact: E: askthehub@essex.ac.uk

For **December/January examinations**: no later than **31 OCTOBER**

For **May/June examinations**: no later than **31 JANUARY**

You may be charged a £100 administrative fee if you miss the deadline.

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 ____________________