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Include your contact address, preferably where you live during term time if appealing during term time.

Or type in the safest address that you would like to be used

Type in the programme that needs to be reviewed

Type in your programme (e.g. BSc (Hons) Psychology)

Type in your phone number

Type in your name

Type in your School Name (e.g. School of Psychology and Neuroscience)

Type in your St Andrews email address

Type in your student ID/matriculation number

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Explain what steps you have taken and which University staff or departments you have spoken to about the issues you’ve faced and your Entry to Honours. This could be your academic adviser, disability staff, Student Services, CEED, whoever is most relevant to your situation.

Explain what happened, why you are requesting this review, and explain in as much detail as can about extenuating circumstances and/or the improper conduct of assessment or academic rules as relevant.

Be clear about what was affected and why, with module codes, specific assignments and exams as relevant. Give dates where you can (rough dates are fine) so the reviewers have a good understanding of what happened and when.

Tick which box best applies to your case – you can tick both if both apply

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We always recommend that you give evidence to support your review form, and that you explain what this evidence shows. This could be doctors’ notes, proof of prescriptions, evidence of meetings with Student Services, a letter from a family member, partner, or friend who knows about your circumstances, etc. List everything in the order you present them i.e.

1. Doctor’s note [date]

2. Email chain demonstrating appointments with Disability Adviser [dates]

Type an ‘X’ in the box to say that everything in this form is true.

Email [**registry-ug@st-andrews.ac.uk**](mailto:registry-ug@st-andrews.ac.uk) with your completed form and evidence. **Your evidence must be as Word Document or PDF links, they must NOT be OneDrive links, just email attachments.**