You should complete and submit this form if you wish to request S-coding of one or more module results. You should first review the [Policy on S-Coding](https://www.st-andrews.ac.uk/policy/academic-policies-student-progression-s-coding/s-coding.pdf) and associated [Guidance](https://www.st-andrews.ac.uk/policy/academic-policies-student-progression-s-coding/s-coding-guidance.pdf).

If you wish to request S-coding for modules taken in more than one School, you should complete this form giving details of all modules, and submit a separate copy of the form to each School.

You can request help with completing this form from [Student Services](https://www.st-andrews.ac.uk/students/advice/) or from the [Students’ Association Help Hub](https://www.yourunion.net/support/education/#contact).

**Section 1 - Your personal details**

Please enter your student ID:

123456789

**Section 2 - Details of your submission**

Please list the modules for which you wish to request S-coding[[1]](#footnote-1). If you have multiple results for a given module (e.g. a first sitting result and a resit result, or results from two separate enrolments in a module), indicate clearly which result you are requesting S-coding for.

Module code (Module Title) Module code (Module title)

Please explain why you feel that the modules listed previously should be S-coded. Where applicable, please indicate why the circumstances affecting your studies could not have been, or were not, addressed by other academic adjustments, such as coursework extensions or deferred assessments.

If you have already provided details of your circumstances to another School or Unit (for example, Student Services) and do not wish to repeat your explanation here, please specify whom this School should contact to obtain the details.

Please list any evidence that you are attaching in support of your submission and, if necessary, explain its significance.

During the course of this semester, I discovered that my mother has a terminal illness. The exact prognosis is as yet unclear, given the nature of the illness she has, but this will be life-limiting. I will take on a caring role alongside her partner and siblings, which with time will become more intense. To support this submission I attach [1] Letter from my mother and her partner [2] A letter from my mother’s hospital as proof of her diagnosis.

I am seeking to S-code for the modules above because, as I’m sure you can appreciate, I am under extraordinary distress, disruption, and frankly heartbreak. I am trying to navigate this new life as best I can, but it is beyond difficult. No other accommodations can make up for what I am going through, or the mental toll it is taking on me at this time. In addition, this is not a short-term issue, it will go on in some form or another till the end of my time at St Andrews and indeed beyond. I also attach [3] letter from my counsellor and [4] a letter from my GP who will attest to my mental state. I am currently seeking support from Student Services, though I have only had an initial appointment at the time of writing.

I am not seeking S-coding for the modules listed in the below box as I had already completed a large amount of assessment prior to this news.

Evidence:

[1] Letter from my mother and her partner

[2] Letter from my mother’s hospital

[3] Letter from my counsellor

[4] Letter from my GP

In exceptional cases only, would you prefer the details that you have provided to be considered by the Director of Teaching (and potentially, the Assistant Vice-Principal) only, rather than the full School S-coding Committee? The Director of Teaching will decide whether or not to approve a request for restricted consideration. Please enter X in the appropriate box.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Director of Teaching/AVP |  |  | Full Committee | X |  |

Please list any modules taken in the same semester(s) as the modules listed previously, for which you are not requesting S-coding.

Module code (Module title)

If you listed any modules in the previous box, please indicate why S-coding is not requested for these modules, and if appropriate give details in the following box.

|  |  |
| --- | --- |
| X | more assessment was completed in these modules before the circumstances affecting studies arose |
|  |  |
|  | my ability to complete the types of assessment used in these modules was affected differently |
|  |  |
|  | other effective adjustments were offered for these modules |
|  |  |
|  | the circumstances related directly to subject matter in the modules for which S-coding is requested |
|  |  |
|  | other (please explain below) |

Are any of your S-coding requests retrospective (i.e. submitted after receiving the relevant module results)?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Yes |  |  | No | X |  |

If you answered Yes to the previous question, please explain why the circumstances could not reasonably have been declared to the School before you received the module results.

Are you currently eligible to graduate (i.e. you have received sufficient module results to meet your degree requirements)?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Yes |  |  | No | X |  |

If you answered Yes to the previous question, you must notify Registry and the Graduation Office that you have submitted this request for retrospective S-coding, and therefore you cannot graduate until the application has been decided (registry-ug@st-andrews.ac.uk, graduate@st-andrews.ac.uk).

Date of form submission:

06/03/2022

**Section 3 - Next steps**

Once fully complete, please send this form by email (with any relevant attachments and supporting documentation you wish to be considered) to each of the relevant [Directors of Teaching](https://www.st-andrews.ac.uk/education/staff/contacts/dot/).

The Director(s) of Teaching will acknowledge receipt of your submission, and give an approximate indication of when you can expect to receive a decision.

1. You can only request S-coding of module results at 3000, 4000 or 5000 level (unless you are studying on the Joint Degree Programme with the College of William & Mary). [↑](#footnote-ref-1)