

Exam Deferral Request Form

Please read the **Study and Assessment Regulations** and the **Examination and Assessment** before completing this form.

This Document should be delivered in **paper or electronic form** to the **Exam Office** (examoffice@lunex.lu) a minimum of **one (1) week before the scheduled exam date**.

Name:			
Email Address:			
Registration Number:			
Module name/code:			
Module coordinator:			
Programme:			
Original Exam date:			
Reason for request:			
Type of Supporting Evidence:	Letter from Consultant	Letter from Counselor	Letter from Sport Federation
	Court Order	Supporting Statement from a Member of University Staff	
	Other:		
Date:		Signature:	

Decision of the Program Leader:

Request:	Accepted	Rejected
Reason for rejection:	Evidence not submitted	Request is unclear
	Evidence not accepted	
	Other:	
Comments (including date of next exam attempt):		
Date:		Signature:

Guidance Notes – please read carefully

Deferral of a scheduled examination will be granted **only in exceptional circumstances** and must be agreed in advance. **Supporting evidence is taken into account but does not guarantee an automatic deferral.**

A record of non-attendance at the exam will be applied to the scheduled exam if:

- 1) You fail to follow the correct request procedure in time, or
- 2) The program leader does not see fit to grant a deferral.

Acceptable grounds for the consideration of an exam deferral request

- A scheduled medical appointment (e.g., surgery) that cannot be easily rescheduled. (NOTE – a routine doctor's appointment will not be granted a deferral)
- A university related placement where it is not possible to easily return to LUNEX. (NOTE – placements must be more than 200km from LUNEX)
- A court appearance on the date of the exam
- Participation in authorised national or international sporting competition or authorised national sports training camp

Other exceptional grounds (or other good cause for absence)

- Exceptional circumstances will be considered on their own merits. Supporting documentation should be provided wherever possible.
- Applications for assignment extension on exceptional grounds or where there is no supporting documentation may require the student to present their case in person to the program leader.