

Guidance for Temporary Exam Arrangements Form (TEAF)

Am I eligible?

- The Temporary Exam Arrangements Form (TEAF) is ONLY for short term/temporary injuries or medical conditions. For any long term medical conditions or disabilities, you must contact the Student Wellbeing Service. Contact details can be found at:
<http://www.ncl.ac.uk/students/wellbeing/contact/>
- Please note that even if you have a long term condition that only impacts on you during an exam period (e.g. anxiety, problems with sitting for a long period etc.), then you should still contact Student Wellbeing. Any TEAFs submitted in regards to long term conditions will not be considered.

When should I apply?

- Applications must be submitted **at least 3 full working days** before your first exam (or the first exam for which you would like exam arrangements). However, you should submit your form and evidence as soon as possible because Student Progress Service may need to request further information or evidence from you before considering your application.

How do I apply?

- You must apply via the [Temporary Exam Arrangements Form \(TEAF\)](#) online and ensure that every section of the form has been completed.

What medical evidence is required?

- You must provide medical evidence that supports your application. This evidence should have been issued by a professional medical practitioner (e.g. doctor's notes, hospital letter etc.).
- Ideally, the evidence would detail the impact of the temporary/short term injury or medical condition on your ability to sit an examination, but it is recognised that this is not always possible.
- The evidence should indicate the period during which you would be affected by the injury or medical condition.

- Please note that a self-certification is NOT strong enough evidence for a temporary exam arrangement.

What happens after I have submitted my TEAF?

- Student Progress Service will consider your application and supporting medical evidence to determine whether a temporary exam arrangement should be granted and if so, what the arrangement will be.
- Please do not assume that you will be granted an exam arrangement or that you will be granted the arrangement that you requested.
- You will be informed of the outcome by email so please ensure that you check your University account regularly.
- Your School will also be notified of any temporary exam arrangements that you have been granted.

What do I do if I am unhappy with my TEAF decision?

- Students who are dissatisfied with the decision made on their TEAF should contact exams@ncl.ac.uk in the first instance. This would represent Level 1 of the University's formal complaints procedure under the Student Charter.
- Please see the following web page for full details regarding the Student Complaints and Resolution Procedure:

<http://www.ncl.ac.uk/students/progress/Regulations/SPS/complaints.htm>