Authorised Absence from In-course Assessments

This form should be completed by an appropriate member of staff (Tutor, Year Leader, etc) but can only be authorised by the Course Director, Year Leader or via the SPD system.

Member of Staff Initiating Request:		**Date:**	
Student Name:			
Name of Course:		**Year of Study:**	
What Assessment does this relate to:			
Assessment Date / Deadline:			
Reason why an authorised absence is required:			

Please Note:

- Authorised absences are granted for reasons relating to **unforeseeable** and **uncontrollable** situations such as, but not limited to, illness and close family bereavement.
- **Supporting evidence** (detailed medical note, etc.) must be submitted when applying for an authorised absence.
- Approvals for authorised absences should be submitted to the Exams Office by email (exams@rvc.ac.uk) or in person.
- Authorised absences Absence Authorised / Absence Not Authorised

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	(please delete as appropriate)		
Reason for Not Authorising Absence: (if applicable)			
Name of Authorising Staff Member:		**Date:**	
Position: (Course Director, Year Leader, etc)			