** 1 a Week (Maximum) Assessment Submission –**

**Special Consideration Form**

This form should be completed if you want to be considered for submission of more than 1 assessment in a 7-day period. You are advised to look at the exemplar form which has been provided.

On completion of this form, please upload it (along with any relevant supporting evidence and your ILP) to your learner account in the **Student Completion Documents** area and inform your tutor.

**Note**: resubmissions are not included in the maximum of 1 a week submission policy.

Your application will be reviewed and a decision made within 5 working days.

It is important to complete each section as fully as possible to prevent any delays with your application.

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| **Learner Name:** |  |
| **Tutor Name:** |  |

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| **What is your request?** |

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| **Reason for your request?**  Reason:  Explain why you have made this request.  Dates and units covered:  Include the names of the units and dates over which you want to submit this work.  Do you have an offer of a place at university? **Yes / No**  If yes, please insert a screenshot of your offer here. |

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| **If you have previously requested to upload more than one assessment in a 7-day period (either informally with your tutor or officially through a Special Consideration application) and failed to meet your intended plan, please explain why in this box.**  Reason:  Explain why you were unable to meet the previous request. You should include any supporting evidence here if there are extenuating circumstances. |

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| Note: you need to upload an up-to-date ILP to your learner account with planned completion dates.  The application will not be considered unless there is an up-to-date ILP with planned completion dates for the assessments being considered in this application. |

Declaration: I declare that the information that I have given on this form and any accompanying documents are true.

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| **Learner Signature:** |  |
| **Date:** |  |

**Decision outcome.** The outcome of your application will be provided here, and the updated form will be uploaded to your learner account.

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| **Tutor / Quality Signature:** |  |
| **Date:** |  |