**Dear All**

As the VC’s email mentioned, end of year examinations in April and May have been cancelled and will be replaced by on-line assessments . Please refer to the revised timetable to check for any changes to start date and time as those originally due on a Friday will now begin on the Thursday. Your department will inform you of any postponed examinations, but these are likely to be mainly in Pharmacy.

**On-line coursework assessments**

The **on-line assessment will be released on Weblearn at 9:30 am British Summer Time** (**BST) on the date indicated in the attached timetable and be available for 24 hours (except for some pharmacy on-line assessments, where different durations may apply)**. The assessment will largely be based on the examination papers set for the scheduled examination period. Therefore, looking at past papers should be good preparation.

**Extra time**

You will have 24 hours to complete the assessment. The extra time is provided to mitigate for taking the assessments in less than ideal environments (such as the lack of a quiet environment, IT issues, online submission, uploading handwritten formula/drawn diagrams, typing answers or being in a different time zone). It is not expected that you will need all this time to prepare full answers.

Detailed instructions on the format and submission details of answers will be provided in advance with Programme Leads holding briefing meetings and referring to Website information.

**International students**

We are aware that many students will be resident away from the UK and may be living in different time zones. This is one of the reasons you will be given 24 hours after the UK start time to submit your answers.

**SOSNs**

Students who have an allocation of extra time in their SoSNs will not get additional time on top of the 24 hours.

 If you have an SoSN for other types of adjustments, such as use of a scribe, prompter etc., please contact the module leader and SEC\_DSPLD@Kingston.ac.uk to discuss further. If your SoSN cannot be met, then mitigating circumstances may be considered.

**Mitigating Circumstances**

We have made these changes to examinations in order that as many students as possible can take the first opportunity to complete their assessments. We hope that the majority of students can complete their assessments in the May period.

However, as the date of the assessment approaches, if there is anything that is preventing you from completing, submitting or undertaking it, including anything that relates to coronavirus, you may submit mitigating circumstances any time from 5 days before the event up to 5 days after it.

During this period affected by coronavirus it will be difficult for anyone claiming mitigating circumstances to provide evidence, therefore you may submit your claim without evidence.

Further guidance is available at:

<https://www.kingston.ac.uk/aboutkingstonuniversity/howtheuniversityworks/policiesandregulations/mitigating-circumstances-and-extensions-regulations/>

Please do remember that **once a student submits an assignment or undertakes an assessment event, the student has deemed him/herself “fit to sit”.**

The University will not accept claims of mitigation once an assessment has been submitted. In these cases, the University assumes that students have judged themselves fit to undertake the assessment and so no concurrent or subsequent claim for mitigation relating to the assessment will be accepted.

If you need any further clarification, please contact your Course/Programme Leader.