

ASSESSMENT SUPPORT FOR STUDENT CARERS

Background

1. Students with caring responsibilities are recognised as a priority/targeted group by Sheffield Hallam University in accordance with the [Office for Students 2020-2025 Access and Participation Plan](#). The University is committed to supporting students who are carers to achieve their full potential whilst studying at the University. It is recognised that if you are caring for a vulnerable person, it can be challenging to balance your time between caring responsibilities and engagement with your studies. In choosing to study, it is expected that you will have thought carefully about whether you can achieve this balance. This document details the support that the University can offer you.
2. The University definition of a student carer is as follows:-
"A student who provides sustained unpaid support to a vulnerable partner, child, parent, relative, or friend who couldn't manage to live independently or whose health or wellbeing would deteriorate without their help. This could be due to a long-term physical or mental illness, a physical or learning disability, frailty, and/or substance misuse."
3. There are a number of supportive mechanisms in place for you, including support during the transition into University and financial support. Once you are registered as a student carer with the [Inclusive Support Team](#), you will also have the following:-
 - Named contact support (including 1:1 support appointments, targeted communications such as newsletters, specific social media groups)
 - Flexibility to support you to manage your teaching and assessments (see below)

Support to help you manage your time

4. During the first 2 weeks of each semester, it might be possible for you to change to a different seminar group if you are not able to attend your allocated seminar due to caring responsibilities. Information about how you can request this is available on [My Hallam](#).
5. There may be times when you arrive late or need to leave taught sessions early due to caring responsibilities. As a recognised student carer staff will respond to this sensitively. If you have any concerns about missing parts of teaching sessions, you are advised to speak to the member of staff leading the session, your Academic Adviser or Student Support Adviser for further advice and support.

Requesting extended deadlines for coursework

6. You can submit a Request to Extend a Submission Deadline (RESD) via My Student Record. It may not be possible to facilitate an extension for presentations, practical work assessments, group work, time-bound assessments, etc. You are advised to contact a Student Support Adviser to discuss whether it is possible to have an extension for these types of assessments.
7. The RESD should normally be submitted no later than 24 hours before the submission deadline for the assessment. Requests made after this time may not be considered. You will not be

required to provide any evidence of your caring commitment as part of this process. You will be required to provide work in progress.

8. You will normally be granted an extension of up to 10 days. The length of time permitted will be dependent upon whether it is possible to mark and moderate the work before the assessment board deadline.
9. Where a 10-day extension is not sufficient, a Student Support Adviser can grant an extended deadline to the next reassessment period (i.e. the equivalent of a [deferral](#)) via My Student Record.

Requesting to reschedule an examination

10. You can request to reschedule an examination by contacting a Student Support Adviser to discuss this as soon as possible before the examination, or within 5 working days after the examination.
11. If you do decide to take the examination again, then the mark you achieve at this attempt will stand even if it is lower than your first attempt.
12. If you have taken the examination (rather than postponed it in advance of the exam date), you must contact a Student Support Adviser within 2 working days of the results of the examination being published to you to confirm that you want to take the exam again. This is because sometimes you perform better than you think you have and we need to know whether or not you definitely want to take the examination again in order to put your adjustments in place.

General principles

13. These processes are in place in order to provide a consistent approach for student carers.
14. Postponing assessments may impact on other upcoming assessments so it is expected that you will only request an extended deadline once you are sure that you will not be able to submit on time despite best efforts.
15. You are responsible for informing your Student Support Adviser if your circumstances change.
16. If you have extenuating circumstances which are unrelated to your caring responsibilities, then the Extenuating Circumstances Policy and Procedures should be followed should your circumstances impact on your assessments. The usual policy will be applied in these cases, i.e. 5-working day extension only and a RRAA must be submitted to be granted a deferral in coursework or examinations.

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