

¹ *Religion or Belief and the Workplace: Putting the Employment Equality (Religion or Belief)*

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- The religious authority should not be related to the student.
 - The student should approach the highest suitable religious authority (this could be, for example, a priest, imam or rabbi to whom the student is well known).

4.3 Supporting Evidence

- In order for the University to make a decision as to the necessity of a student's assessment flexibility, supporting documentation will be required. This will usually be in the form of a case for support from a relevant religious authority (see 4.2) explaining that the student needs to be granted assessment flexibility due to their past religious practice, the importance of the religious event, and the potential impact of this event upon the student's assessment.
- Supporting evidence should include:
 - o The title and role of the religious authority
 - o A brief statement explaining how long the religious authority has known the student; how the current religious event fits with the student's past religious practice (i.e. that they have attended/observed it for the past x years); the importance of the religious event within the religion (e.g. is it observed by all members of the religion, faith or belief system or only by some?).
 - o An indication of why the student cannot fulfill their religious commitment at another time and consequently take the assessment as scheduled (see 5 below).

4.4 Assessments

- Assessment is defined by the University as academic work (essays, coursework assignments, examinations, etc.) for which marks are awarded. This Policy covers all types of assessment. Further information can be found at <https://www.lboro.ac.uk/students/handbook/exams/>

5. Assessment Flexibility Options

Before students explore assessment flexibility options, they are expected to seek dispensation from their religious leader to fulfil their religious commitments at another time and consequently take the assessment as scheduled. If this cannot be achieved, the following options are available for consideration.

The following sections set out the procedures for the various types of assessment.

5.1 Examination Flexibility Options

- If a student meets the above criteria, the School, with advice from the Academic Registry if required, is requested to consider offering the student flexibility.
- Requests for flexibility relating to the period immediately prior to an exam will not normally be permitted; preparation for assessments should be a continuous process throughout the whole semester and as such other commitments immediately prior to an exam will not be seen as grounds to request flexibility.
- The final decision on the level of flexibility offered is usually left to School discretion (in discussion with the Academic Registry) in relation to the best interests of the student. Two forms of special arrangement will normally be considered:



1. *Defer First Sitting of an exam to the SAP or next available time (e.g. the following academic year). (Preferred option)*
2. *Undertake the exam off-campus at the same time as the rest of their cohort if the student is required to be away from Loughborough at the time of the examination and if suitable invig*

5.1.1 The Examination Flexibility Procedure



allow them to engage in the work necessary to complete the coursework assignment prior to any absence from University.

- Requests for flexibility relating to the period immediately prior to a coursework assignment hand in date will not normally be supported by the University; completion of coursework should be a continuous process throughout the whole semester and as such other commitments immediately prior to a coursework deadline will not be seen as grounds to request flexibility.
- In cases where the coursework assignment is provided to the student with a very short deadline (e.g. submission one week later) and the student meets the eligibility criteria outlined in Section 4, School flexibility in relation to hand in deadlines may be requested and agreed with, in line with current School deadline flexibility practices.
- If the deadline falls on a day of significance in their religion, the student should plan to submit it in advance and, if necessary, make special arrangement with their School to do so.

5.2.3 Coursework Flexibility Procedure

- AT THE EARLIEST OPPORTUNITY the student should discuss the possibility of problematic coursework assessments with the Associate Dean of Teaching (ADT), (or ADT's nominee).
- The student should then obtain communication from their academic School (Associate Dean of Teaching (ADT), (or ADT's nominee) expressing their support (or otherwise) of the application, including an indication of the alternative assessment arrangements
- Should the academic School feel that the applicant has not acted in a responsible manner in terms of their organisation and communication (see Section 3) then the School may seek advice from the Academic Registry at this stage. The student may request to meet with the Associate Dean of Teaching (ADT) (or ADT's nominee) to discuss their application.
- The student should obtain all necessary supporting evidence (see Section 4.3).
- The academic School should then contact the Student Office to progress the application – ensuring that all available supporting evidence is supplied. The Student Office will not pursue students for further evidence and, should the supplied evidence be insufficient, the request will be rejected at this stage.
- Once approved by the Academic Registrar, the student's School will be able to offer coursework flexibility in accordance with paragraph 5.2.1 and 5.1.1.