

How to register non-attendance at a University examination that has been affected by adverse weather conditions

This process will only become available to students when the University has announced the closure of non-essential services due to adverse weather conditions.

To register your non-attendance you will need to log into E-vision.

From the E-vision home page select '**Course Module Details**' – you'll find this located on the left hand side of your screen.

Under the '**Module Information**' heading you should select '**Exam Adverse Weather Notification**'.

You'll see a drop down box which will contain the module numbers of all exams that have been affected by the adverse weather conditions.

Select the module number for your examination.

Click **Submit**

You will receive a message stating: 'Thank you for notifying us that you have been unable to attend your examination, your absence from this examination has been registered'.

If you live off campus your absence will be recorded and you will automatically be allocated a further 1st attempt to sit this examination, which you will be able to take at the next available opportunity.

If you live on campus your absence will be recorded but you will not be allocated a further 1st attempt to sit this examination and your next attempt to sit this examination will be capped at 40. You should contact your School or Student Support and Experience for further advice and guidance and if necessary complete an Extenuating Circumstances form.