

**BOARD OF EXAMINERS  
EXPLANATORY STATEMENT FORM**

**This form is to be used to recommend withheld results, fail results and supplementary assessments.**

Student Name: \_\_\_\_\_ Student ID Number \_\_\_\_\_

Unit Code: \_\_\_\_\_ Unit Title: \_\_\_\_\_

Please tick the appropriate box and provide the information requested:

**1. Withheld Result**

Indicate below, by ticking the appropriate box, the reason for the submission of the withheld result. Please note that the Board of Examiners will only approve a relatively short extension for results still withheld at the Board of Examiners' meeting. If a considerable extension is required students should be advised to apply for Special Consideration.

<input type="checkbox"/>	Student requested an extension (documentation applying for extension should be available on request)
<input type="checkbox"/>	Work submitted but not marked
<input type="checkbox"/>	Student has not yet completed fieldwork placement
<input type="checkbox"/>	Other reason, please detail
.....	
.....	
Has the student applied for Special Consideration? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know	

**2. Fail Result**

A fail result must be marked by a second examiner (including a fail in fieldwork placement)

Name of Second Examiner: \_\_\_\_\_

Please state below the reason why each examiner has failed this student.

Chief Examiner	Second Examiner

**3. Supplementary Assessment Recommendation**

Please complete the following:

Results of Assessment Items 1 2 3			Hurdle Requirements Satisfied? (Detail if relevant)	Why is Supplementary Assessment Recommended?	Details of Supplementary Assessment and submission date
	Mark	Grade			
1					Please attach details
2					
3					
Final					

I have read the document entitled "Examination Results Procedures for Chief Examiners/Course Co-ordinators".

Chief Examiner's signature: \_\_\_\_\_ Date: \_\_\_\_\_