

# Request for Additional Consideration

A Union self-help guide

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**US**



# What is an RAC?

A Request for Additional Consideration (RAC's) are difficult to define as circumstances affect everyone individually. Generally, RACs are there to support you if you experience serious, unforeseeable events which impact your academic performance or ability to complete an exam or an essay, or whole module. To make a Request for Additional Consideration Claim you should apply online by visiting UDo.

## What they can be used for?

There are different levels which support different circumstances. For example:

### Level 1 (Extension) requests

- In the case of short-term period of illness or condition
- When unexpected caring responsibilities are required
- If you are affected by a bereavement
- When a traumatic incident is experienced because of a protected characteristic

### Level 2 & 3 (Deferral or Mitigating action) requests

Examples likely to be accepted for Level 2 & 3 requests may include:

- Serious short-term illness, infectious disease, injury or worsening of an ongoing illness or disability
- Death or significant illness of a close family member or friend
- Unexpected caring responsibilities for a family member or dependent
- Witnessing or experiencing a traumatic incident
- A crime which has had a substantial impact on you
- Accommodation crisis such as eviction or the home becoming uninhabitable
- A technical problem that prevents the student from accessing online teaching or assessment

## What they can't be used for?

You're unlikely to be approved for an RAC because of:

- Events that were planned or could reasonably have been expected
- Minor illness such as common colds or hay fever, unless the symptoms are particularly severe
- Assessments that are scheduled close together
- Poor time management
- Minor transport disruption
- Computer or printer failure where you should have backed up your work

## The different levels of RAC

### Level 1

There are two options for a level 1 request. For a seven day extension, you will not be required to provide evidence. You can submit a request once per academic year and for one assessment and shouldn't be requested more than one week before the deadline.

For a 14 day extension, you will need to provide supporting evidence. This will be reviewed by your College Student Centre to approve. They may ask for further information or evidence before they make their decision.

### Level 2

For level 2 requests, you can request to submit a piece of work at the next assessment period. This would require supporting evidence. For straightforward requests (such as illness that is evidenced with a sick note), this can be approved by your College Student Centre. However, more complex requests may be sent to an RAC panel to approve. This will need to be submitted before the deadline for assessments or for exams, the request will need to be submitted no more than seven days after the exam.

### Level 3

Level 3 request outcomes may include discounting a module from your grade classification if the module was impacted by an extenuating circumstance. You can also request to retake a stage of study uncapped. The panel can also approve an extension on an authorised break of study or registration period. Applications will need to be supported with evidence.

Applications can be upheld, rejected or returned to you for further evidence in which case you will have 10 working days to provide it.

## What to include in your RAC application?

In your claim make sure you are:

- clear about why you are submitting a claim. Although your situation may have an emotional impact, the panel will also want to know how your situation has practically impacted your studies
- be specific about time periods - give a timeline of dates and make sure they correspond with your deadlines
- include details of all affected assessments
- it is helpful for the panel to know what outcome you're seeking, you can state this on your claim
- give lots of evidence, for example a doctor's note or attempted first drafts of essays. All evidence must be provided by either a professional who has specialist knowledge of the circumstance or by an independent source who is able to verify your claim
- talk to someone - it's not mandatory for you to confide in someone, but the University can help support you in the long-term under ongoing exceptional circumstances

Remember the advice team are on hand to support so please get in contact for help with your application or if you have any questions.