Deemed Not to have Sat (DNS) and what it means

The University Standing Committee on Special Cases considers all Extenuating Circumstance Forms (ECF) submitted by taught students who believe their circumstances have impacted on their ability to study and prepare properly for their exams, and/or finish any outstanding assignments.

A decision by the University Standing Committee on Special Cases could allow a student the opportunity to sit their exams for a further attempt, and their result will therefore be deemed not to have sat (DNS). Assignments and in-class tests may also be deemed not to have sat (DNS).

Students can only be deemed not to have sat (DNS) on two occasions per Part of study. An ‘occasion’ involves all assessment outcomes reported to a University Awarding or Progression Board so, for example, for undergraduates there are two ‘occasions’ in each academic year:

- September – June is an occasion as all assessment outcomes are confirmed by a University Awarding or Progression Board in June; and,
- August is an occasion as all assessment outcomes are confirmed by a University Awarding or Progression Board in September.

If this happens to me what does it mean?

If you have been offered a DNS in any examinations, it means that you have been given the chance to have a fresh attempt at your examination during the next examination period.

If you have been offered a DNS in any other assessments, such as an essay, a project or dissertation, then you will be given the chance to submit the work by an agreed deadline and this will not count as a further attempt. New deadlines for submission will be set by your School.

You will be notified about decisions on your DNS request(s) within five working days of the University Standing Committee on Special Cases at which your request is considered.

When do I have to decide whether to take the DNS?

This depends on whether you are an undergraduate or postgraduate student and on whether the DNS opportunity relates to an examination or not.

Postgraduate taught students are normally re-assessed, including assessments granted DNS, (excluding examinations) within the normal period of their registration and, therefore, before a final result is available. Therefore, you will have a short period to decide whether to accept the DNS and this will be outlined in the University Standing Committee on Special Cases’ outcome communication. You are advised to discuss
your overall performance with your Personal Tutor or Programme Director before taking a decision on whether to accept or decline the DNS.

Undergraduate students are re-assessed, including DNS assessments, during the subsequent examination period, for example, if you are offered a DNS during the academic year, you will submit the assessment or sit the examination during the August examination period.

For examinations for which DNS is offered, you will sit the examination during the subsequent examination period, for example, if you are offered a DNS during the academic year, you will submit the assessment or sit the examination during the August examination period.

If you will submit the assessment or sit the examination during the subsequent examination period, you will be asked to confirm if you wish to accept this DNS when your underlying result and marks for the Part are available after the Examiners’ meetings which take place in June or September. For finalists the deadline for confirming if you wish to accept the DNS is very shortly after the examination board meetings to allow students who wish to decline the DNS to graduate; for non-finalists the deadline is mid-July. You will be able to access academic advice when you are making your decision.

If you do not respond by the deadline the default outcome will be:

a. undergraduates who have passed the Part or Final Examination will be deemed to have declined the offer of a DNS;

b. undergraduates with a fail or not qualified overall for the Part or Final Examination will be deemed to have accepted the offer of a DNS.

c. postgraduate taught students will be deemed to have accepted the offer of a DNS.

I have some good marks, do I need to re-sit all my DNS’d exams?

This is up to you to decide.

Students are not required to take up a DNS, however you must satisfy the progression requirements of the Part you are studying in order to progress onto the next Part of your degree programme or you must satisfy the award requirements for your programme.

Talk to either your Personal Tutor or your School Exams Officer to discuss your particular situation.

Read carefully the guidance provided about your degree programme. The programme specification will outline the marks you need to achieve in order to move onto the next Part of your degree programme. 
www.reading.ac.uk/progspecs/

Look at the relevant module descriptions (www.reading.ac.uk/module) for which you have been offered DNS to get an idea of the weight of the exam in comparison to the rest of the assessments.

What happens if I choose to accept the DNS?
The original mark for the assessment/exam will be cancelled. The subsequent mark/s achieved in the next assessment and/or exam period will be the final mark/s for the assessment/exam.

If you decide to take the DNS, there is the risk of achieving a lower mark than before.

If you decide not to take up a DNS, then the original mark will stand.

**I was granted DNS for my exams/outstanding assignments in August, what happens to my student status?**

If you accept the DNS offered, you will be suspended until the next examination period in May the following year.

If you are an undergraduate non-finalist student your student status will be known on RISIS as ‘suspended exam only’.

If you are an undergraduate finalist or postgraduate taught student, your student status will be known on RISIS as ‘left resit.’

For modules for which you are offered and accept DNS, you will be entitled to submit summative work required for re-assessment and attend any revision classes or other revision activities which are included in the normal provision for students and to seek guidance from tutors and lecturers in relation to their revision. You will not be liable for an additional fee for revision classes or revision activities which you attend.

**What do I need to do?**

If you accept the DNS offered and you have outstanding assignments, complete and submit your coursework, project or dissertation by the deadline requested by your School.

If you accept the DNS offered by a University Awarding or Progression Board which takes place in June, make sure that you are available to sit your exams in August.

If you accept the DNS offered by a University Awarding or Progression Board which takes place in September, make sure that you are available to sit your exams in May and June of the following year.

The dates of the exams will be published online: [http://www.reading.ac.uk/internal/exams/student/exams/De-StudentGuide.aspx](http://www.reading.ac.uk/internal/exams/student/exams/De-StudentGuide.aspx). The Examinations, Student Records and Graduation Office will contact you via your University email account to notify you of your exam dates; this will be in early August for the August examination period or in early April for the summer examination period. Any questions about exams or your exam timetable should be directed to the Examinations, Student Records and Graduation Office.

Providing you pass your assessments, you will then be permitted to return to the University at the beginning of the next academic year (September) to start the next part of your degree programme.
Does ‘suspended exam only’ or ‘left resit’ affect my student status?

Yes, you are not classified as a current student as you are not actively receiving any teaching.

If you are studying on a Tier 4 visa, being ‘suspended exams only’ or ‘left resit’ will have implications for your visa. The immigration rules can be very difficult to comprehend and you must seek specialist advice from the University’s Immigration Advice Service:
http://student.reading.ac.uk/essentials/international/international-advice.aspx.

What are the financial implications of ‘suspended exam only’ or ‘left resit’?

In terms of tuition fees, the University will not charge you for assessments in which you are DNS when you are ‘suspended exams only’ or ‘left resit’. If you are funded by Student Finance the University will notify them on your behalf of your current status.

Being ‘suspended exams only’ or ‘left resit’ will mean however, that you will no longer be eligible to stay in University accommodation. You may also find that you could be liable to pay Council Tax, as you are not actively studying. If you do not think you have to pay and you receive a Council Tax bill, you can contact the Advice Service at RUSU.

If you have resits in addition to assessments in which you are DNS, you will be liable for a re-examination fee: http://www.reading.ac.uk/internal/exams/student/exa-fees.aspx.

The Advice Service at RUSU provides independent and confidential advice about a range of issues from money to housing and academic. Contact details and opening times for RUSU are online: https://www.rusu.co.uk/advice/.

Can I get help with my studies while I am ‘suspended exam only’ or ‘left resit’?

Yes.

Your University student email account is still open to you, so you can email your Personal or Senior Tutor, Module Convenor or Programme Director for advice on how to prepare best for your exams or completing your coursework.

Your Support Centre team will be available to help with any enquires about when to hand in work, dates for revision classes and making appointments to see academic members of staff.

The Study Advice Service, based in the Library is available to help you. Check out their website - http://student.reading.ac.uk/essentials/_study/study-support.aspx for further information.

You will have access to your Blackboard account and will have ‘read only’ access to the course materials for the modules in your year of study that you still need to complete.
Can I use the Library while I am ‘suspended exam only’ or ‘left resit’?

Yes.

As a ‘suspended exam only’ or ‘left resit’ student the University is expecting you to successfully progress onto the next Part of your degree programme within the next academic year, or graduate. You will, therefore, not lose access to Library resources.

What Student Services can I use?

If you have already been using the University’s Counselling and Wellbeing Service, then contact them to discuss a support plan while you are ‘suspended exam only’ or ‘left resit’.

The Disability Advisory Service will also be able to offer advice in particular with any exam resits.

The Careers Centre offers a limited 1:1 service if you are looking for employment opportunities or thinking about your future career while you are suspended. For the latest job opportunities visit Careers in the Carrington Building or http://student.reading.ac.uk/essentials/careers_and_professional_development.aspx.

Useful Contacts

Log in to the Reading Student Portal - http://www.reading.ac.uk/student/ which includes a link to Ask a Question, through which you can contact your Student Support Coordinator. If you are a Henley Business School student you can contact the Henley School Office by email henleyschooloffice@henley.ac.uk.

Essentials: http://student.reading.ac.uk/essentials

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Advice Team – RUSU  www.rusu.co.uk/advice/  0118 378 4100