**The University of Manchester**

**Examinations and Religious Observance**

The University will make every effort, in its timetabling of examinations, to avoid holding examinations on religious days or festivals which occur during examination periods for those students whose commitment to the observance of their faith would otherwise cause them to miss the examination. If this affects you, you must fill in the Examinations and Religious Observance form by the dates given below:

|  |  |
| --- | --- |
| **University Examination Period:** | **Completed form to be returned no later than:** |
| 15th – 30th January 202618th May – 10th June 202624th August – 4th September 2026 | 31st October 20256th March 202617th July 2026 |

Every effort will be made to accommodate students’ legitimate religious requirements, but the University reserves the right to hold examinations on any days and times during the above periods if alternatives cannot be found. If students do not let us know of their requirements by the dates given above, or if the timetable cannot be adjusted to meet their needs, then they should discuss the matter with their School/Department. It is within the discretion of a School/Department to make an alternative arrangement for the assessment but, normally, students will be required to take the examination when it is next held which may involve an interruption and an extension to the period of study.

We are only able to accommodate the needs of those students whose requirements for particular religious observance is strict. We will not take notice of students expressing casual preferences or putting forward social or domestic reasons. Only students who have strict religious requirements should complete the form. As the major Christian festivals occur during vacations they will be avoided automatically: students do not need to make a special request for us to avoid timetabling examinations at these times.

The University cannot accept responsibility for students being timetabled for examinations at times when their religious requirements make it impossible for them to be present, if they fail to submit a completed form to the Student Services Centre by the dates given above, or if a reasonable alternative cannot be found. This information about your faith is not given to anyone else, or used for any other purpose.

**TEACHING AND LEARNING DELIVERY TEAM**

**DIVISION OF STUDENT AND ACADEMIC SERVICES**

Surname: Mr/Miss/Ms/Mrs:

Other Names: ID Number:

 (on Student Card)

Term-time address:

 Postcode

Degree Programme and Year:

School/Department:

I wish the following dates to be avoided:

Signed (student): Date:

Faith (please specify):

Please e-mail a copy of this form to examtimetable@manchester.ac.uk and provide a copy to your School/Department for in-house exams. Upon receipt of your form, an e-mail will be sent to your student e-mail account within 20 working days.

**Please ensure that you re-submit a form EACH ACADEMIC YEAR**