**How to write statements for School and University Boards of Adjudication**

When preparing for a School or University Board of Adjudication you may also want to write a statement which you can submit with your evidence, and/or read from it when you are asked to talk through what happened. Some people find this a useful way to collect their thoughts ahead of time when they are calmer, but it’s entirely up to you and isn’t essential by any means.

If you decide to write a statement, here are some key points we recommend that you cover:

1. Context around the assignment, exam, or module you are attending the Board for.

This may include things like: how you prepared for the assignment, if you studied alone or with others, any difficulties you had with the academic material, and if you had other important assignments/exams that affected your performance.

1. Any extenuating circumstances you experienced at the time, if you have them.

Extenuating circumstances are things that were happening in your life which were serious and that you usually cannot prevent or foresee, such as health problems, issues in your family life, and sudden changes in circumstances.

If you would like to mention extenuating circumstances, only explain as much as you are comfortable with; you don’t need to disclose things you are not comfortable with. However, the University will be better able to understand your situation if you give a clear idea of your circumstances and their effect on your academic performance.

If you had extenuating circumstances, you should explain:

* What the circumstances were (in as much detail as you are happy with). This may include a timeline of key dates to help explain when these things happened, so the Board can understand why this might be relevant to the reason why you have been called to the Board.
* The effect these circumstances had on your academic performance. This will differ for everyone, but if the circumstances related to your health you might say that particular symptoms affected you such that you found completing the piece of work to your best ability was impossible.

1. Challenge any evidence the Board has shared with you.

If you feel any evidence is inaccurate, unfair, or does not represent the full story, this is your opportunity to respectfully explain why.

1. Talk through any evidence you submit.

You should explain what evidence you are presenting and explain each piece is relevant to your case.

The length of your statement will depend on the complexity of your case – if your case is fairly straightforward your statement may be 1 side of A4, more complex cases be longer. There’s no need to make your statement longer than necessary, it’s best to be concise and get straight to the point. If you are going to submit this to the Board in an email, write this in full sentences and paragraphs.

When you write your statement, write with your own voice. It’s important you write something you’re happy with, and that you feel accurately describes your situation. You can of course seek guidance from us or other trusted staff on content and to make sure you’re coming across well, and friends and family are also a great source of help in these situations.

**Example statement structure:**

1. Introductory remarks
2. The case so far
3. Context around the assignment/exam or module you have been called to the Board for
4. Any extenuating circumstances you experienced, and how they affected you and the academic work under investigation
5. Challenge any evidence the Board has shared with you
6. Talk through any evidence you’ve submitted and its relevance
7. Anything else you feel is relevant to discuss
8. Closing remarks