Life Sciences In-year Retrieval Process

Please read this document in conjunction with the Life Sciences In-Year Retrieval Policy; this is a guide for when a student approaches you to ask about in-year retrieval. Note that ‘EC’ refers to Extenuating Circumstances and there is a formal process that students need to follow to apply for it; they should be directed to contact the Student Life Centre in the first instance [www.sussex.ac.uk/studentlifecentre](http://www.sussex.ac.uk/studentlifecentre). This policy does not apply to Pharmacy MPharm students.

- There will be a printed table at the reception desk which the CAO will add approved in-year retrieval assessments to.
- In-year retrieval submissions will be handed in to the School Office as they cannot be e-submission. Once handed in, they should be given to the relevant Course Coordinator to arrange to be marked, and the printed table should be updated to keep track of their location.
- Once returned, the new mark should be given to the CAO to keep track of and to arrange for the mark to be changed on CMS.
- The work can be handed in late with the usual penalties (though these will need to be kept track of and applied by the CAO)

* confirm with Hazel Cox

^ CAO to check with Module Convenor if in-year retrieval is OK for this module/assessment, plus the assessment details/deadline

* Student should also be reminded that the mark will only stand if EC accepted