Template email:

Dear Student

We apologise that there was disruption to your examination CODE\*\* TITLE\*\*\*\*\*\*\*\* which took place today at TIME\*\*\*\* in VENUE\*\*\*\*.

The disruption to your examination: (BRIEF DESCRIPTION) has been classified as a major incident which has seriously affected your ability to satisfactorily sit your examination and as such resolution on this matter will be determined by your Faculty in consultation with the Dean and Students’ Guild or Students’ Union. You will be notified of the outcome of this decision within three working days (at the latest) of your examination having taken place. Your Faculty Office will notify you of the decision as soon as it has been confirmed. The decision made will ensure that you are able to meet the academic requirements of your degree to the best of your ability.