

Academic Policies and Procedures

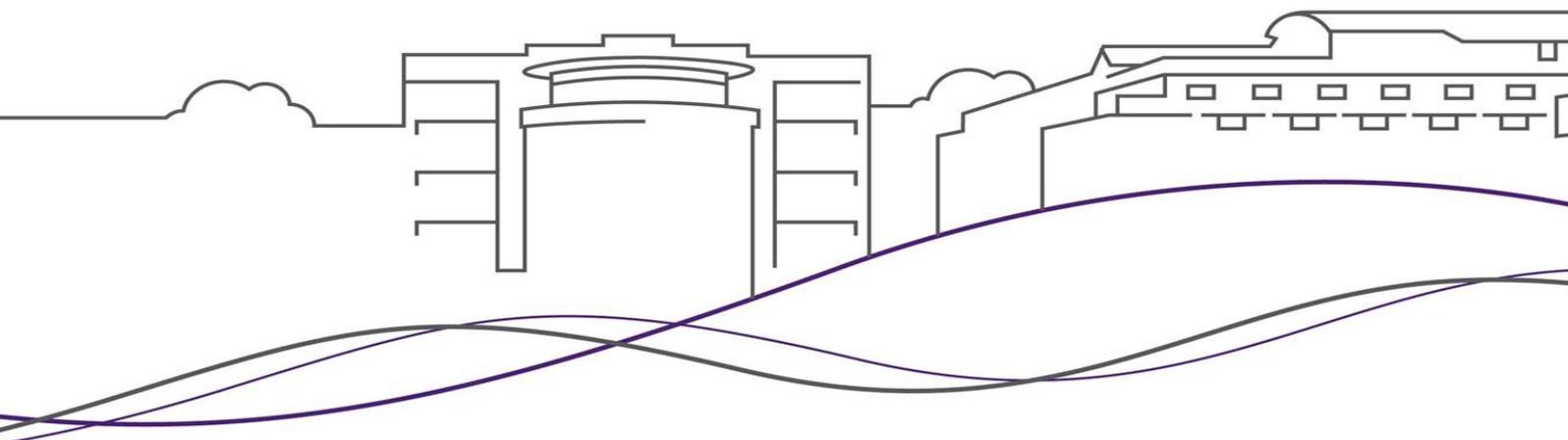


HIGHER EDUCATION

EXTENUATING CIRCUMSTANCES POLICY AND PROCEDURES (HEAPP10) v3.0

For SDC Awards

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Extenuating Circumstances Policy and Procedures

Contents

1	Introduction	3
2	Scope of extenuating circumstances	4
2.1	What is an extenuating circumstance?.....	4
2.2	Disability and long-term health conditions	4
2.3	Temporary, acute conditions	4
3	How to make a claim for extenuating circumstances	5
3.1	Retrospective claims	5
3.2	What might be considered valid extenuating circumstances?.....	6
3.3	What might be considered invalid extenuating circumstances?.....	7
3.4	Corroborating evidence and self-certification.....	8
4	Considering Extenuating Circumstance Claims	11
5	What will happen if you have valid extenuating circumstances	11
5.1	... for late submission of work.....	12
5.2	...for non-submission of work.....	13
5.3	...for failure to attend examination(s), test(s) or other timed assessment	13
5.4	Fitness to Study	14
6	Long-term health conditions	14
7	Relationship to other policies and sources of support	15
8	Appeal against an Extenuating Circumstances decision	15
9	Frequently asked questions	16
	Flowchart of Extenuating Circumstances process	18
	Application for Extenuating Circumstances Affecting Late or Non-Submission or Non-Attendance of Assessment	19

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1 Introduction

The aim of the College's policy and procedure on extenuating circumstances policy is to ensure that no student is disadvantaged by circumstances beyond their control, whilst maintaining academic standards.

We encourage you to become a resilient and thriving individual and a competent and confident professional. This means that, while studying with us, we expect you to be able to deal with the inevitable ups and downs of life, including minor illnesses or personal issues, so that they don't affect your studies and, in particular, your ability to attend or complete assessments.

Sometimes, however, you'll face a serious situation which has a significant impact on your ability to attend or complete assessments. The College calls such situations 'extenuating circumstances' (ECs). This extenuating circumstances policy describes how we can support you by taking such situations into account.

Extenuating Circumstances are circumstances which:

- affect your ability to attend or complete assessment(s)
- are exceptional
- are outside your control
- can be corroborated by independent evidence
- occurred during or shortly before the assessment in question

More details of the definitions of extenuating circumstances are given in section 2 of this document.

If your participation in an examination or assessment has been affected by an extenuating circumstance, then you can ask the College to take this into consideration. You can submit a claim for extenuating circumstances to cover late submission of work, non-submission of work or non-attendance at a time specific assessment, such as an examination, test, presentation or performance, or field class.

Section 3 of this document tells you how to submit an extenuating circumstances claim and section 4 tells you what will happen if your circumstances are accepted as valid.

The College operates a 'fit-to-sit policy'. If you believe that your academic performance will be affected by personal or health circumstances you must submit an extenuating circumstances form, and must not sit the exam or Test, or attend the Practical. If you sit an exam or test, or attend a practical this will normally be taken as a declaration that you consider yourself fit to do so.

2 Scope of extenuating circumstances

2.1 What is an extenuating circumstance?

Extenuating Circumstances are circumstances which:

- affect your ability to attend or complete an assessment or a number of assessments
- are exceptional
- are outside your control
- can be corroborated by independent evidence
- occurred during or shortly before the assessment in question.

Examples of situations that are likely to be consider valid extenuating circumstances are included in section 3.2 of this document. Section 3.3 provides guidance on situations that are likely to be considered invalid extenuating circumstances.

The College has separate, more detailed guidance for students on religious observance and military duties, which are available on the student portal.

2.2 Disability and long-term health conditions

If you have a disability or a long-term health condition, you should refer to the Health and Wellbeing Team

Disability Assist are usually able to provide specific teaching and learning support, details of which will be provided in a Teaching and Learning Support document which is passed to module leaders and also to examination scheduling, if necessary. For the most part extenuating circumstance provision should not be required for conditions supported by Disability Assist; however there may be occasions when issues arise, related to your condition, which mean you require additional consideration. On these occasions, and for circumstances unrelated to your condition, the extenuating circumstance policy will apply.

Section 6 of this document provides more information on how to tell us about extenuating circumstances related to your long-term health condition or disability.

2.3 Temporary, acute conditions

If you have a temporary, acute condition, such as a broken wrist, you should contact the HE Faculty Office as soon as possible, both in terms of providing additional support for study and to put in place an appropriate arrangement to address difficulties with assessment. Again, it is anticipated that the extenuating circumstance procedure will not be required unless other issues have arisen or the support in place did not sufficiently address the problem.

3 How to make a claim for extenuating circumstances

If you wish to claim extenuating circumstances, you should obtain a claim form from the HE Faculty Office, or download one from the student portal. The form should be submitted to the HE Faculty Office accompanied by independent corroborating evidence. The form is included at the end of this document, to show you the information that is needed and Figure 1 outlines the entire process.

It is essential that you complete the details of dates, module codes and details of assessments accurately on the claim form. Failure to do so may mean your circumstances are not fully taken into account. Circumstances are valid only for the period covered by the evidence.

Extenuating circumstances claims should be submitted as soon as possible. In the case of assessed coursework, extenuating circumstances claims should be submitted as soon as possible, and normally no later than ten working days after the deadline for the submission of the work, or the date of the presentation, performance or test. Extenuating circumstances claims related to formal examinations should be submitted no later than the Monday after the end of the formal examination weeks, in the appropriate semester.

If you are making an extenuating circumstances claim about coursework, do not wait for a decision on your claim before submitting your work. Please submit the final version of your work within 10 working days of the original deadline.

3.1 Retrospective claims

The College regulations state that retrospective claims of extenuating circumstances will not normally be considered unless there were the most exceptional reasons for not doing so. This would normally be only because you were prevented from engaging with the Extenuating Circumstances process at the appropriate time, because of, for example, impaired judgment through mental health issues, and can evidence this inability to engage with the Extenuating Circumstances in the time periods required.

Circumstances can be submitted under confidential cover (by sealing the corroborating evidence in an envelope marked confidential and attaching this to the form). Therefore the fact that you did not wish to disclose personal information will not normally be considered as exceptional circumstances. With this in mind, please note that unless there are exceptional circumstances as detailed above, extenuating circumstance claims which are submitted retrospectively will be deemed to be invalid. Appeals against Award Assessment Board decisions based on retrospective extenuating circumstances will normally be rejected.

3.2 What might be considered valid extenuating circumstances?

Examples of extenuating circumstances that are likely to be deemed valid:

- Hospitalisation, including operations
- Health problems
- Personal or psychological problems for which you are undergoing counselling or have been referred to a counsellor or other qualified practitioner
- Pregnancy-related conditions and childbirth (including a partner in labour)
- Bereavement causing significant impact/effect
- Major accident or injury, acute ailments or conditions which coincide with an assessment deadline or an examination or test, or are sufficiently long-lasting to impact on a significant part of a term
- Clinical depression or other mental health problem
- Recent burglary/theft/serious car accident
- Jury service which cannot be deferred
- Representing the College at national level or your country at international level, or participation in an event that is of benefit to the College's national or international reputation.
- For part-time students in full-time employment, exceptional pressure of work or permanent change of employment circumstances. You must submit corroborating documentary evidence (e.g. a letter from your employer) which confirms the particular circumstances, explains why they are exceptional and outside your control and formally supports your claim. If you are self-employed, you must provide independent evidence to support the claim that the pressures are exceptional and outside your control.
- Late diagnosis of, for example, dyslexia, resulting in no support or examination provision.
- Separation or divorce - student or parental (provided the facts and the effects are independently corroborated)
- Unavailability of the student portal prior to the deadline for an assignment or examination where it has been confirmed by the module lead that this would have had a material effect on the preparation for an assessment.

- Examination disruption (e.g. fire alarm going off; excessive noise from building works)
- A significant change to your financial circumstances after enrolment (e.g. a withdrawal of Student Finance England (SFE) funding mid-year).
- Interviews for placements, only in cases where you have asked the employer or provider to reschedule, but this has not been possible. Such claims should be evidenced by a letter from the employer or provider.

3.3 What might be considered invalid extenuating circumstances?

It is not possible to lay down hard and fast rules of situations that will not be considered valid extenuating circumstances. The key issue is whether the claim meets the criteria at paragraph 2.1 of this document. For instance, the College would not normally accept claims relating to travel delays which you might be expected to have planned for, but if the delay were exceptional, a claim would be considered. Similarly, a cough, cold or throat infection during a term would not normally be a valid extenuating circumstance, since you would be expected to plan your work taking into account the likelihood of minor disruptions.

Medical certification will not automatically be accepted in cases where it verifies a minor illness which within the regulations would not normally be deemed valid, or simply reports a claim that you felt unwell. This means that a claim supported by a medical note will be deemed invalid if it is for a minor ailment, as this would be considered not exceptional. Examples include unspecified short-term anxiety, mild depression or examination stress, cough, cold, upper respiratory tract infection, sore throat, minor viral infection, unless the illness was at its peak at the time of an examination, end-of-module test or in-class test, was severe in its effect on your ability to engage with assessment, and the corroborating evidence refers to the impact on your performance.

Examples of extenuating circumstances that are likely to be deemed invalid:

- Alarm clock did not go off
- Car broke down, train/bus delayed or cancelled, other public transport problems (unless the student can demonstrate that he or she had allowed adequate time to compensate for such problems as might reasonably have been anticipated)
- Child care problems which could have been anticipated
- Accidents or illness affecting relatives or friends (unless serious, or you are a sole carer)
- Unspecified short-term anxiety, mild depression or examination stress
- Cough, cold, upper respiratory tract infection, sore throat, minor viral infection, unless the illness was at its peak at the time of an examination, end-

of-module test or in-class test and the corroborating evidence refers to the impact on your performance.

- Financial problems (other than cases of exceptional hardship or significant changes in financial circumstances since enrolment)
- Holidays, house moves, family celebrations or other events where you either have control over the date or may choose not to participate
- Computer problems, corrupt data, disk or printer failure, **poor internet connectivity, e-submission of an assessment file in an incorrect format** or similar
- Problems with postal delivery of work (unless recorded delivery or registered mail)
- Time management problems (e.g. competing deadlines)
- Appointments (legal, medical etc.) which could be rearranged
- Sporting, recreational or voluntary commitments (unless the you are representing the College at national level or your country at international level, or participating in an event that is of benefit to the College's national or international reputation)
- Debt sanctions imposed by the College.
- Atypical performance
-
-

If you are a full-time student, you may not make an extenuating circumstances claim relating to pressures of work, since you have by implication made a commitment to make available the time necessary for study. If you are a part-time student in full-time employment, who wishes to make claims based on exceptional pressures in their employment, you must submit corroborating documentary evidence (e.g. a letter from your employer) which confirms the particular circumstances, explains why they are exceptional and outside your control and formally supports your claim. If you are self-employed, you must provide independent evidence to support the claim that the pressures are exceptional and outside your control.

3.4 Corroborating evidence and self-certification

Unless a Long-Term Ill Health form has been validated (see paragraph below), or self-certification is allowed for your circumstances, as described later in this section, all claims for extenuating circumstances must be accompanied by independent, reliable documentary evidence that confirms the nature, timing and severity of the circumstances and your inability to comply with the assessment requirements or to attend teaching or undertake required study. The burden of proof to support a claim lies with the student at all times. The College reserves the right to take such steps as are deemed necessary to verify the evidence submitted without prior notification. Where the College is unable to authenticate

the material to its satisfaction, the claim may not be accepted. Evidence from family and/or friends will not be accepted.

Self-certification of short-lived circumstances, affecting you for five working days or fewer

We recognise that some illnesses can be short-lived and do not require medical attention, but can be severe in their effects and prevent your engagement with assessment activities. If you have an illness that is severe in its effects and prevents your engagement with assessment activity, has a duration of 5 days or less and for which you would not normally seek medical advice (typically because you are too ill to visit your doctor without risk to yourself or other patients, and you feel that the situation will resolve itself) you may self-certify your circumstances instead of providing independent medical evidence. Self-certification is allowed in this situation only because, in these circumstances, it is not possible to provide independent evidence to the standard required (as described at below). Self certifying means that you must state what your extenuating circumstances are, but you do not need to provide further evidence of the circumstances themselves. As well as describing the circumstances, we will ask you to tell us, in your claim, how they have impacted your ability to attend and complete assessments.

Remember that, to be considered valid, extenuating circumstances must meet the definition that they:

- have a significant impact on your ability to attend or complete assessment(s), and
- are exceptional, and
- are outside your control, and
- occurred during or shortly before the assessment in question.

Claims that do not meet this definition (and described further in section 2 of this document) will be considered invalid.

If considered valid, your self-certified extenuating circumstances claim is likely to result in you having

- an extension of no more than five working days for coursework assessment in a taught module, or
- for any other type of assessment, an opportunity for re-assessment at the next opportunity, without penalty.

Please note that you may self-certify only once during each academic year. If you are affected by further circumstances, you will be required to submit independent medical evidence as described below.

We will refer you to the Study and Wellbeing Review Procedure if you submit three extenuating circumstances claims in a six-month period, or if the number or pattern of your extenuating circumstances claims causes concern at any time. If your programme has a 'Fitness to Practise' requirement, we will also refer you to the Fitness to Practise procedure. The academic offences procedure will be invoked if an extenuating circumstances claim is thought to be fraudulent.

Standards of evidence

Independent evidence used to corroborate extenuating circumstances must meet the following standards. It must confirm the nature, timing and severity of the circumstances. It should be:

- written by appropriately qualified professionals who are independent to the student.
- Exceptionally, if academic leaders, wish they may accept evidence provided by people such as your personal tutor, or other academic staff closely involved in your pastoral care, the student support staff, the HE Faculty Office or the Programme / Module Lead. Where evidence is from a member of academic or support staff, such as your tutor, this must be countersigned by the member of staff responsible for pastoral care to avoid any claim of bias;
- on headed paper and signed and dated by the author. Evidence presented by email may be acceptable if the email has been sent by the author from the official domain name of the author's organisation;
- confirming specifically that the circumstances were witnessed on the relevant date as opposed to being reported retrospectively;
- in English. It is the student's responsibility to provide supporting documentation and any translation should be undertaken by an accredited translator (e.g. be a member of the Association of Translation Companies <http://www.atc.org.uk/index.html>);
- original. Copies of supporting evidence will be accepted only in exceptional circumstances;
- unaltered by the student. Documentation that has been amended for any reason will be deemed inadmissible by the College and may be considered under the College's Examination and Academic Offences regulations.

The College will only consider upholding a student's claim of extenuating circumstances when, in their opinion, all of the above conditions are fully satisfied. If there is evidence that a student has fraudulently presented documentation to the College, the matter will be referred to the College's disciplinary / fitness to practise procedures.

Examples of corroborating evidence likely to be acceptable include:

- A medical note confirming a medical or psychological condition provided at the time when you were suffering from that condition. During term time the College would normally expect you to consult or provide evidence from a registered doctor local to your place of study.
- A letter from a counsellor, such as a member of the College Counselling Service or a qualified counsellor working outside the College, confirming a personal, psychological or emotional problem for which you have been receiving counselling. Please note that the College's Counselling Service will only provide a letter of support if it has knowledge of your circumstances, and you were a client of the Service during the relevant period. No student would be able to see a counsellor just in order to obtain an extenuating circumstances letter.
- An official document such as a police report including a police reference number, court summons or other legal document
- A letter from a solicitor, social worker or other official agency
- An insurance claim document supported by a letter from the insurance company.
- Corroboration from support staff within the College with whom you have previously been in contact about ongoing difficulties, or from an examination invigilator about illness during an examination

4 Considering Extenuating Circumstance Claims

Each extenuating circumstance claim will be considered individually and all students will be treated fairly and equitably. The decision will take into consideration the nature, timing and severity of the problem and the impact it has had on assessment. Please be aware that this individual consideration of students' circumstances means that a claim approved for one student will not necessarily be approved, or lead to the same outcome, as that for another student.

Forms are considered as a matter of priority and the majority are considered soon after submission. However, occasionally some forms can take a little longer to assess. You will be informed of the outcome by email (sent to your College email address). If the claim is deemed invalid you will receive an explanation for this decision.

5 What will happen if you have valid extenuating circumstances...

Valid extenuating circumstances will not result in an adjustment to a mark. Improvement to marks can only be achieved by reassessment. The detail of the reassessment you are asked to do because of extenuating circumstances will depend

on the extent of their impact on your academic profile, and your performance in other modules, and is decided by the Award Assessment Board.

5.1 ... for late submission of work

If you are making an extenuating circumstances claim about coursework, do not wait for a decision on your claim before submitting your work. Please submit the final version of your work within 10 working days of the original deadline.

You will normally be permitted a maximum extension of 10 working days from the original deadline for the submission of work. A working day is defined as a day on which the College is open, so includes student vacation periods but excludes weekends, Bank Holidays and other times that the College is closed, such as the period between Christmas and New Year (please check with the HE Faculty Office to find out exactly which days the College is closed this year). An extended deadline may, therefore, fall in the vacation period.

If you have already submitted work, a penalty for late submission may be waived, or you may submit another version of your work. The College Regulations on Late submission of Coursework are available on the student portal and this document should be read in conjunction with these procedures.

The extended deadline may vary with the period that academic staff teaching on the module allow for return of work and/or feedback to students, or because there is insufficient time to mark the work before a Subject Assessment Panel or Award Assessment Board. You will be advised of the extended deadline by email. You can submit your coursework earlier than the date indicated by your extended submission deadline.

If the extended deadline is in term-time and you have been unable to meet the extended deadline due to Extenuating Circumstances, you must submit a further Extenuating Circumstances claim.

If the extended deadline is in the vacation period and you are unable to meet the extended deadline, for any reason, you do not need to submit further extenuating circumstances claims and your claim will be made valid for non-submission, as described in section 5.2 below. The difference in treatment of extended deadlines that fall in vacation periods is because we do not require students to do academic work in vacations. However, as described in section 5.2 below, deciding not to meet an extended deadline that falls in the vacation period may have implications for your progression or graduation and you should seek advice about this from the HE Faculty Office.

5.2 ...for non-submission of work

If an extension is not possible, or if you are not able to submit work within the extended deadline, for valid extenuating circumstances or **because the extended deadline falls in the vacation period and you are unable to meet it**, your claim may be made valid for non-submission of work. In this case, a zero mark will be included in your profile and your extenuating circumstances will be forwarded to the Award Assessment Board which will make a decision on what action to take. Normally the Board will allow re-assessment at the next opportunity as the same attempt as the submission for which your extenuating circumstances are valid. This may be during the summer referral period or as a repeat of the whole module in the following academic year.

Where you are given a re-assessment opportunity as a result of valid extenuating circumstances, this will include all components of an element and any previous component marks will be overwritten. Guidance on what constitutes an element or a component of an assessment is available on the student portal.

The module leader may waive a zero mark and re-calculate the module mark from the remainder of the assessment, provided that the assessment covered by extenuating circumstances contributes 25% or less of the overall module mark and the module's learning outcomes can be met from the remainder of the assessment. This decision is at the discretion of the Module Leader. Due to the nature of some programmes, particularly those that involve professional practice, this option may not be allowed on all programmes.

5.3 ...for failure to attend examination(s), test(s) or other timed assessment

A zero mark will be included in your profile and your extenuating circumstances will be forwarded to the Award Assessment Board which will make a decision on what action to take. Normally the Board will allow re-assessment as the same attempt as the assessment for which your extenuating circumstances are valid. This may be during the summer referral period or as a repeat of the whole module in the following academic year.

Where you are given a re-assessment opportunity as a result of valid extenuating circumstances, this will include all components of an element and any previous component marks will be overwritten. Guidance on what constitutes an element and a component of an assessment is available on the student portal.

The College may waive the zero mark and re-calculate the module mark from the remainder of the assessment, provided that the assessment covered by extenuating circumstances contributes 25% or less of the overall module mark, and the module's learning outcomes can be met from the remainder of the assessment. This decision is at the discretion of the Module Leader. Due to the nature of some programmes, particularly those that involve professional practice, this option may not be allowed on all programmes.

5.4 Fitness to Study

As a result of significant or repeated extenuating circumstances the College may want to consider your support needs or recommend that alternative forms of assessment are provided. This is normally undertaken in conjunction with the Health and Wellbeing Team and may involve a student support meeting. Where your extenuating circumstances or health problems prevent you from making academic progress, the Award Assessment Board may, subject to the Fitness to Study policy, require you to interrupt or withdraw from the programme of study.

6 Long-term health conditions

Long term health conditions can be described as conditions which:

- are persistent, typically lasting for more than three months and often life-long
- cannot be resolved in a short time, or which will recur regardless of action, or which need to be managed on a long-term basis
- are a long-term or permanent illness that often results in some type of disability and which may require you to seek help with various activities
- can be managed but can 'flare-up'

Conditions which fall into this category may include, for example, respiratory conditions or mental health conditions.

If you have a long-term health condition, you should discuss any support needs with the Health and Wellbeing Team before or soon after commencing your programme of study. It is hoped that the condition can be managed and / or you can be supported sufficiently by the Health and Wellbeing Team.

However, there may be times when unexpected difficulties or flare-ups arise. On these occasions, you are required to claim extenuating circumstances affecting specific assessments. However, rather than requiring you to provide evidence for your condition with every extenuating circumstance claim, if you have a long-term health condition, you may wish to complete a long-term ill health form, available from the HE Faculty Office. This form must be accompanied by a statement from

your GP, hospital consultant or appropriate specialist responsible for your treatment which provides clear confirmation of the nature, severity, duration and effect of your condition on your studies.

You should submit the form to the HE Faculty Office for consideration. **Once a claim is authorised, you will continue to be required to submit an extenuating circumstances claim for any missed assignment submission deadline, test, or examination which is directly attributable to a flare-up of your long-term health condition, but you will not be required to resubmit evidence.** As a result of this process, we may need to invoke the Fitness to Study process to consider your case in more detail. You must inform the HE Faculty Office of any change in your condition, whether improvement or deterioration, in order that the claim can be reassessed. The HE Faculty Office may require further evidence from time to time. You will be contacted at the start of each academic year to review your case.

7 Relationship to other policies and sources of support

The College has a range of other policies and procedures which may be relevant in a specific situation. Most are available from the College website. The Fitness to Study policy on this page is particularly important.

8 Appeal against an Extenuating Circumstances decision

You have the right to appeal against the College's decision whether or not to accept an Extenuating Circumstances claim. Such appeals must be submitted within ten working days of the outcome of the extenuating circumstances claim being communicated to you and may be made only on the following grounds:

- A material and demonstrable procedural irregularity in the Extenuating Circumstances process.
- Evidence that the College did not consider all of the information available to it at the time of its consideration of the claim.

Appeals will not be considered on the following grounds:

- Dissatisfaction with the reasonable judgment of the College in its consideration of the Extenuating Circumstances claim,
- Late submission of an application for Extenuating Circumstances or late submission of evidence to support an application where there are no compelling grounds for why the application was made late.

Appeals against the College's decision on whether or not to accept an Extenuating Circumstances claim must be made within ten working days of the decision as set out above, and will not normally be accepted during the main summer or referral appeal periods.

Appeals will be considered through the College's appeals process, available on the student portal.

The outcome of any appeal against the College's decision in relation to Extenuating Circumstances is final and will not be considered subsequently as an appeal against the decision of the Award Assessment Board.

9 Frequently asked questions

What do I do if I feel that my performance in coursework will be affected by extenuating circumstances?

The College operates a 'fit-to-sit' policy. If you feel that your performance is likely to be affected because of extenuating circumstances, as described in this document, you should not submit coursework.

However, the College permits students to submit improved versions of coursework up to the submission deadline. If you do not submit the final version of your work, and your extenuating circumstances are not deemed valid, the version of your work submitted most recently will be treated as the submission. If your extenuating circumstances are deemed valid, you will have an opportunity for resubmission or re-assessment, as described in paragraphs 5.1 and 5.2.

What do I do if I feel my performance in an exam, test or time-specific assessment will be affected by extenuating circumstances?

The College operates a fit-to-sit policy. If you feel unwell or that your performance is likely to be affected because of medical or personal difficulties you should not sit an exam, test or time-specific assessment. If you take an exam knowing you are unwell, you will not normally be able to successfully claim extenuating circumstances.

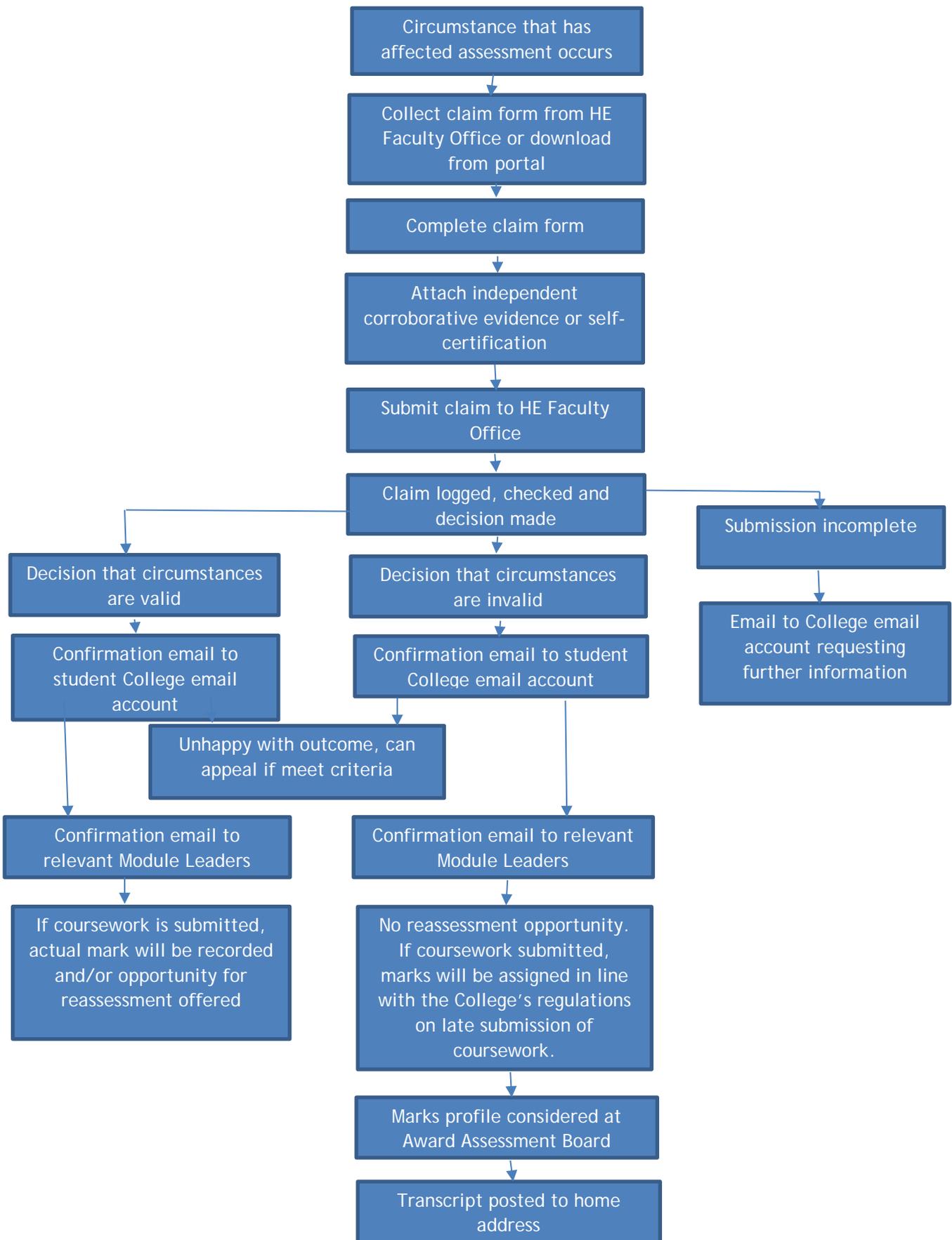
What do I do if I become unwell during an exam, test or time-specific assessment?

If you are well and sit an exam but you unexpectedly become ill during the exam and are unable to continue, you will be able to submit an extenuating circumstance claim for non-attendance as above. You should report your illness to the invigilator before leaving the exam room, so that the invigilator's report can be used to corroborate any subsequent extenuating circumstances claim.

What do I do if I am affected by extenuating circumstances during the Referral period?

If you are required to undertake referred assessments during the summer period and are affected by extenuating circumstances during this time, you must submit a new claim form to cover this period. In this case you should be prepared for the Referred Award Assessment Board to decide that referred modules not achieved by the end of the academic year must be retaken during the next academic year. This may mean you do not progress to the next stage of your programme or graduate until the end of the next academic year. Each case will be considered on an individual basis.

Flowchart of Extenuating Circumstances process



Application for Extenuating Circumstances Affecting Late or Non-Submission or Non-Attendance of Assessment

Full name:			Student number:		
Programme:			Stage/Year:		
Assessment affected:					
Module Code	Module Leader	Type of assessment eg exam, coursework, presentation	Assessment deadline	*Request - please indicate the type of consideration you would like, eg extension to deadline, non-submission of work, non-attendance of exam or test	Is this group work?

*possible outcomes are explained in the guidance notes:

Description of circumstances: (continue of a separate sheet if necessary)	
Date of circumstances: Start:	End:
<p>Evidence:</p> <p>Please list the independent corroborative evidence you have attached or state if you are applying for self-certification. If you wish your evidence to remain strictly confidential please enclose in a sealed envelope marked confidential with your name and student reference number.</p>	

Declaration: I confirm that all information completed on this form is honest and accurate to the best of my knowledge. I confirm that I have read and understood the extenuating circumstances guidance notes.

Signed:

Date:

OFFICE USE ONLY

Name	Number	
Programme		
Form received and checked	Date:	Initials:
Does student have Long Term Health Condition status? (If so, please attach)	Yes	No
Previous claims (if so, please attach)	Yes	No
Is this claim self-certified? If yes, check with is the first SC claim of the year (nb only 1 SC claim allowed per year)	Yes	No
Does student have DAS status or SSD	Yes	No
Logged onto database	Date	Initials
INITIAL DECISION	Date	Initials
Decision	VALID	INVALID
Request further information	Date:	Initials
Further information received	Date:	Initials:
CONFIRMED DECISION	Date:	Initials:
Decision	VALID	INVALID
Reason for invalid decision		

EXTENDED SUBMISSION DEADLINES:

Module Code	Original Submission Deadline	Revised Submission Deadline	Time	Notes
Refer to Support & Wellbeing Yes/No			Date	Initials
Send Long Term Health Condition form	Yes/No		Date	Initials
Fitness to Study SSM required	Yes/No		Date	Initials
Student notified			Date	Initials
Informed Module Leaders			Date	Initials
Entered on database			Date	Initials