

Section 3 – Your circumstances

Use this space to fully describe the circumstances that have affected you. You must include as much detail as is necessary including the exact dates of the events described so that a decision can be reached based on full information. All applications are treated in strict confidence.

Section 4 – Effect on assessment

Describe clearly how the circumstances affected your ability to prepare for, or undertake the assessments listed in Section 2.

Section 5 – Corroborating Evidence

What evidence are you including in support of this application? Evidence is required for the circumstances, their effect on your assessment and, if necessary, the reason why the application is late. For medical circumstances evidence may be a letter from a doctor or nurse, confirmation of an appointment, prescription etc. If no medical evidence is available you may wish to use Appendix 1 to request information from a medical professional. Securely attach all evidence to this form.

Section 6 – Late Submission

Applications made more than 7 days after the assessment submission deadline are not normally considered. Why was it not possible to raise these circumstances within 7 days of your assessment?

Section 7 – Decision Requested

I request that the Panel take the following decision:

1.	Set aside any existing grades for the assignment(s) specified and allow me to undertake the assessment as though for the first time.	
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2.	In the event of my being awarded a failing grade for the module(s) specified, allow me to undertake the assessment as though for the first time.	
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Final year students only

3.	Take account of the information provided together with my overall mark profile in determining my degree classification.	
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Section 8 – Declaration

I declare that I have read and understood this form before completing it, and that the information provided on and with this form is accurate and complete to the best of my knowledge. I understand that to seek to gain an advantage or benefit (such as a new exam attempt) through providing false or misleading information is liable to action being taken against me under the College’s Policy on Academic Misconduct.

Student signature		Date	
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Extenuating Circumstances Guidance Notes

Extenuating circumstances are defined as serious adverse circumstances of limited duration which could not reasonably have been foreseen. Before putting forward your application you should consider carefully whether it rests upon grounds that satisfy these criteria:

1. *Serious adverse circumstance.* The events described should be sufficiently serious to mean that it would not be reasonable to expect a student to complete an assignment by the published hand-in date. Minor ailments and normal work commitments are not likely to meet this criterion.
2. *Limited duration.* There is an expectation that the usual pattern of study will be resumed after a relatively short period. In more serious cases, where there is likely to be prolonged interruption of normal activity, suspension of studies (intercalation) may be appropriate until the circumstances have been resolved. Chronic illness and disability, which are long term conditions, are not to be treated as extenuating circumstances, unless newly diagnosed or in an acute phase. In such cases you should seek the support that you need to pursue your course of study successfully rather than requesting to defer assessment or re-assessment.
3. *Not reasonably have been foreseen.* Assignment submission dates are normally published well in advance and there is, therefore, an expectation that you will exercise due foresight in organising workload.

A written statement from your Course Leader can be submitted in support of your application. This can either be provided in hard copy and attached to the application or emailed directly to the Curriculum leader/Manager with FAO Extenuating Circumstance in the subject line of the email.

On completion of this form you are advised to make a copy for you own records and submit the original form to the Curriculum Leader/ Manager who will notify the Director of Quality.

If your circumstances are **not** accepted:

The original mark for the assignment(s) will stand, or you will receive a mark of 0 for non-attendance or non-submission.

If your circumstances are accepted:

The decision will be passed to the Subject Assessment Board (SAB) who will decide to either:

- i. Apply the Panel recommendation,
- ii. Decide that the circumstances do not require any action,
- iii. Pass the decision to the Subject Assessment Board (SAB) for consideration later.

illness and where possible, the effect on their performance. This is to ensure that students are treated equitably in their assessments and to ensure the standards of our awards.