Extenuating Circumstances Application

This form should be used if you wish to inform Grantham College of circumstances which you feel may have affected your performance in assessments or led to you being absent from an examination. Exceptionally, you may use this form to request mitigation where you have been unable to submit an assignment on time and were unable to request an extension in advance

Applications for the consideration of extenuating circumstances should be made in advance of the assessment or submission but the deadline for claiming extenuating circumstances is 7 days after the assessment hand-in date. If your application is submitted after that time you must ensure that Section 6 is completed.

Before completing this form, please ensure that you read the guidance notes attached. If necessary, seek advice and/or assistance from the Curriculum Leader/Manager or Course Leader. The form should be completed by you, or on your behalf with your knowledge and agreement.

All sections must be completed and the form returned, with corroborating evidence attached, to the Curriculum Leader/Manager

Section 1.

Full Name (please print)					
Student Registration Number					
Programme of study					
Subject (if applicable)					
Current year of study		Full or P	art-tim	e	

Section 2.

Details of assessment(s) affected, please clearly state each assessments you believe has been affected, assessments not listed will not be considered.

Module code	Module Title	Assessment Affected	Date of Assessment

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	
1.	to undertake the assessment as though for the first time.	

	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.					

Final year students only

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

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	Date	
signature		

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.

Medical/Professional Practitioner Support Note

Students claiming extenuating circumstances relating to assessments must complete an Application for Extenuating Circumstances and attach all relevant evidence. Evidence can include prescriptions, appointment letters, letters from medical professionals, etc. Where this evidence is not available, students may use this form to request their GP or other medical professional to assist in providing evidence.

To be completed by a Doctor/Professional practitioner:

Thank you for assisting Grantham College by certifying this student's condition/illness. The student should have communicated to you the effect of this on his/her academic performance. We would be grateful for any comments you are able to make on the condition/illness. Please return the completed form to the student as soon as possible.

Doctor/ Practitioners name:			
Surgery/practice:			
Nature of condition/clinical diagnosis:			
Please comment on the likely imp preparation for academic assessn	of the illness on the student's per	formanc	e in, or
Doctor/Practitioner's		Date:	

Doctor/Practitioner's signature:	Date:	
Practice stamp:		

If you would prefer to certify this illness in the form of a letter to the College or standard "fit note" please do so by providing this to the student to present to the College.

Please Note:

The College does not require medical evidence to support student absence for short periods. However, in cases where the student is requesting special treatment in relation to their examinations and other formal assessments, we do require confirmation of the 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.