

Extenuating Circumstances Application (Partners)

Student Guide

This document will guide you through the process of completing and submitting an Extenuating Circumstances Application.

If you have any queries regarding your application, please contact the team via [cpcasesec@uwtsd.ac.uk.](mailto:cpcasesec@uwtsd.ac.uk)

Contents

[Extenuating Circumstances 3](#_TOC_250009)

[Extenuating Circumstances Form 3](#_TOC_250008)

[Section 1 – Personal and Course Details. 3](#_TOC_250007)

[Section 2 – Nature of Circumstances 3](#_TOC_250006)

[Section 3 – Assessments Affected 3](#_TOC_250005)

[Section 4 – Statement of Compensatory Measures 5](#_TOC_250004)

[Section 5 – Nature of your circumstances 5](#_TOC_250003)

[Section 6 – Details of supporting evidence… 5](#_TOC_250002)

[Section 7 – Checklist](#_TOC_250001) 7

[Signature and date](#_TOC_250000) 7

# Extenuating Circumstances procedure for students at Collaborative Partner institutions

The Extenuating Circumstances Application form is available to download from our website via the following link under Chapter 12: Student Policies: <http://www.uwtsd.ac.uk/academic-office/>

*Important:* You will only be able to claim Extenuating Circumstances if you are enrolled with the University in the current academic year.

All claims **must** be submitted **no more than 21 days AFTER the assessment deadline** **or scheduled date of the examination/presentation.**  Claims submitted outside this timeframe will not be considered unless there is independent evidence to show compelling reasons as to why the claim was not submitted in a timely manner.

**Coursework:**

* If you intend to submit your work on time or submit a complete piece of work up to 1 week late, you should submit the form **AFTER** you have submitted the work, along with proof of the date of actual submission (either an official submission receipt or confirmation from a member of staff of the date the work was submitted).
* If you are unable to submit your work within 1 week of the deadline, you should submit the form as soon as possible.

**Examinations and Presentations:**

* If you plan to attend your examination/presentation on the scheduled date, you should submit the form **AFTER** you have attended.
* If you are unable to attend your examination/presentation on the scheduled date, you should submit the form as soon as possible.

# Extenuating Circumstances Form (SC01)

Once you have downloaded the form you will need to complete sections 1 – 7, sign and date the form, making sure you have read the guidance notes at the end of the document. You may find it useful to have guidance from your Programme Manager when completing the form.

## Section 1 – Personal and Course Details

Please complete all the boxes in the personal and course details section, if you do not have some of the information please contact the institution at which you are studying for assistance, before submitting your application.

## Section 2 – Nature of Circumstances

In this section you must select the nature of the circumstance(s) that have affected/will affect your studies. You may select as many as are appropriate to your claim.

## Section 3 – Assessments affected

This section is to be completed fully, with details in every column. The top section of the table should be used to enter coursework, portfolio, essay, reports and any other written assignments, and the lower section is for exams and presentations. The following guidelines apply to both sections.

**Module Code & Name** – Please use the UWTSD code and name, which can be found in your Programme of Study Handbook.

Table

Description automatically generated

**Assessment Type, Component & Weighting** – Here you need to identify whether the work is coursework, portfolio, essay etc, if there is more than one piece of work for the module it is important that the component you wish to claim for is clearly shown, together with the weighting it carries. Please use a separate line for each component.

Graphical user interface, table, Word

Description automatically generated

**Assessment deadline** – This is the date the work should have been submitted.

Table, Word

Description automatically generated

**Date work actually submitted** – If the assessment was submitted within 7 days of the deadline, you will need to enter the actual date the assessment was submitted. Dates in the future should not be entered here.

Table, Word

Description automatically generated

‘Will not Submit’ is appropriate where work has not been submitted within 7 days of the deadline.

Table, Word

Description automatically generated

## Section 4 – Statement of Compensatory Measures

Please identify here, by ticking the relevant box, if you have a Statement of Compensatory Measures.

## Section 5 – Nature of your circumstances

In this box, you will need to, concisely, describe the nature of the circumstances that have affected/will affect your ability to complete the assessment(s) you are claiming for.

## Section 6 – Details of supporting evidence

You are required to provide relevant up-to-date verifiable independent documentary evidence to support your application. The evidence must clearly show the duration and recent impact of your circumstances. It should be dated, be relevant to the dates of the assessment for which your claim is being made and indicate how your performance or ability to complete your assessment has been affected.

In this section, you need to provide a list of the supporting evidence for your claim. Depending on the nature of the circumstance(s) of your claim, you will be required to provide specific documentation. A list of the required documentation is available below. If you are still awaiting evidence, you should indicate the expected date this will be submitted.

If you have indicated that you have submitted the work, you must provide a copy of the submission receipt or written confirmation from a member of staff of the date the work was submitted.

### Any evidence which you present must:

* Be on official headed notepaper of the individual or organisation concerned (with full contact details), signed and dated by the author or presented on an email that shows it has been sent by the author from the official domain name of the author's organisation;
* Be in English or Welsh. It is your responsibility to provide a translation undertaken by an accredited translator for any material not in English or Welsh.
* Be unaltered. Documentation that has been amended for any reason will be deemed inadmissible by the University. If there is evidence that you have fraudulently presented documentation to the University the matter would be regarded as an attempt to gain unfair advantage and would be dealt with under the Academic Misconduct Policy.

**Please note that the University cannot accept the following as supporting evidence:**

* Appointment letters;
* Self-certification forms;
* Prescriptions and photographs of tablets and medication;
* Photographs of a graphic nature such as injuries or body parts;
* Photographs of lateral flow tests.

In the interests of impartiality, evidence from academic members of staff and family and friends cannot normally be counted as independent evidence.

### Immobilising illness/hospitalization / Significant adverse personal circumstances

The following are examples of acceptable verifiable independent documentary evidence:

* A Statement of Fitness for Work (fit note) from a doctor, nurse, pharmacist or other healthcare professional which clearly indicates the duration and recent impact of the illness/circumstances on your ability to complete the assessment(s);
* A medical certificate or letter or email from a doctor, consultant or other healthcare professional which clearly indicates the duration and recent impact of the illness/circumstances on your ability to complete the assessment(s).

### Bereavement

The following are examples of acceptable verifiable independent documentary evidence:

* A Statement of Fitness for Work (fit note) from a doctor, nurse, pharmacist or other healthcare professional which clearly indicates the duration and recent impact of the illness/circumstances on your ability to complete the assessment(s);
* A medical certificate or letter or email from a doctor, consultant or other healthcare professional which clearly indicates the duration and recent impact of the illness/circumstances on your ability to complete the assessment(s).
* A copy of a death certificate;
* An order of service from a funeral.

### Pressures from employment (only where study is subsidiary to employment)

The following are examples of acceptable verifiable independent documentary evidence:

* A letter or email from an employer which clearly indicates the duration and recent impact of the extenuating circumstances on your ability to complete the assessment(s);

### Other significant factors

The following are additional examples of acceptable verifiable independent documentary evidence:

* A copy of a MAT B1 form or birth certificate;
* A letter or email from a coroner, legal practitioner, police officer, court official, charity, minister of religion or other professional which clearly indicates the duration and impact of the extenuating circumstances on your ability to complete the assessment(s);
* A Statement of Fitness for Work (fit note) from a doctor, nurse, pharmacist or other healthcare professional which clearly indicates the duration and recent impact of the illness/circumstances on your ability to complete the assessment(s);
* A medical certificate or letter or email from a doctor, consultant or other healthcare professional which clearly indicates the duration and recent impact of the illness/circumstances on your ability to complete the assessment(s).
* A copy of a death certificate;
* An order of service from a funeral.

### Third Party Circumstances

* If your case relates to the ill-health or circumstances of a third party (such as a family member), the evidence must indicate the recent impact of the circumstances on your ability to complete your assessment.

### Claims more than 21 days after the date of the assessment

* If you are submitting your claim more than 21 days after the date of the assessment, you will also need to provide independent evidence to show compelling reasons as to why the form is not being submitted in a timely manner.

## Section 7 – Checklist

Once you have completed the form, please also complete the checklist to ensure that you have completed the form correctly and provided any necessary supporting documents.

## Signature and date

Finally, before you submit your application, you must first sign and date the form. You may type your name in the box to sign the form electronically. Once this has been completed, your claim is ready to be emailed together with any supporting evidence to [cpcasesec@uwtsd.ac.uk](mailto:cpcasesec@uwtsd.ac.uk)

If you have any queries regarding your application, please contact the team via [cpcasesec@uwtsd.ac.uk](mailto:cpcasesec@uwtsd.ac.uk)  
  
  
Further information can be found in the University’s Mitigating Circumstances Policy at: <https://www.uwtsd.ac.uk/academic-office/academic-quality-handbook/>