



The University of  
**Nottingham**

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## Extenuating Circumstances: Guidance on Timelines for Students

This guidance should be read in conjunction with more detailed information provided within the [Extenuating Circumstances Procedure](#).

### Timescales for submission

Unless you have a good reason and evidence for not doing, you will be expected to comply with the submission timescales set out within the policy:

- Coursework: **before** the submission deadline
- Timetabled examinations: Claims must be submitted **within seven days** (calendar days) of the examination.

Schools are entitled to *automatically reject* your claim if it's submitted after these deadlines.

Don't miss the submission deadline because you're waiting for evidence. You're in a much better position if you submit the form within the prescribed timescales. You can tick a box on the EC claim form to indicate that you intend to submit further evidence and submit it within fourteen days of the coursework deadline or examination.

### Evidence

Any claim you submit **must** be supported by evidence. Make sure you read and comply with Appendix 1 of the procedure: *Guidance on Circumstances and Required Evidence*. This is critical. If you don't supply appropriate evidence, your claim is very likely to be rejected.

### Late Submissions

Although Schools and Departments have discretion as to whether to consider extenuating circumstances claims received after the submission deadlines, many out of time claims are rejected without consideration. This is because:

- The availability of the EC procedure is widely publicised.
- Students are expected to be proactive about informing their School/Department about personal difficulties/illness affecting their ability to study and/or complete assessments.
- The timescales for submission are considered to be reasonable and give sufficient opportunity for notification that an assessment is being/has been affected.

So, the onus is on you to provide evidence to support your reasons for not complying with the timescales. Usually, this means medical evidence that indicates that, not only was the assessment affected, but that because of the illness/circumstance you were unable to submit the claim any earlier.

It's highly unlikely that a School/Department would accept claims such as, "I thought I was OK at the time but after I received my results, I realised I wasn't", "I didn't know about the EC procedure", "I was out of the country/busy with work at the time" or "I forgot".

If you are submitting a claim more than one month after notification of the outcome of an assessment, the **only** way the claim will be accepted for consideration is if you provide evidence that because of the illness you were unable to submit the claim any earlier.

### Advice

If you are unsure as to what is required, seek advice e.g. from a Welfare Officer, personal Tutor or SU Education Adviser.

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