

Extenuating Circumstances

What is an extenuating circumstances (EC)?

During your time with us you might experience significant personal difficulties. Extenuating circumstances (ECs) are events that affect your performance in assessments which are unforeseen, unpreventable and out of your control. Our EC procedure is intended to support students with these exceptional, short-term circumstances

In the first instance we recommend that you notify, for example, your Personal Tutor, PhD supervisor or the [Support and wellbeing team](#), as soon as possible. These people will be able to provide advice and direct you to appropriate procedures or support services, if applicable.

If you've discussed your circumstances and you identify you need to make a claim under the [Extenuating Circumstances procedure](#), you will need to let us know by [raising an extenuating circumstances claim](#) via the Student Enquiry Centre.

Your case will then be looked at and you'll be informed of the outcome of your claim.

Additional information, guidance and advice is available on the [Students' Union website](#). We recommend you consult these pages if you are experiencing circumstances affecting your studies. If your case is highly sensitive and you are concerned about disclosing highly personal information online, we advise that you speak to your Personal Tutor or the Support and Wellbeing team. These people can review the evidence in confidence with you and may be able to make a supporting statement for you to include with your form, without you needing to submit the sensitive evidence.

If you have a Support Plan that states on it that extensions to deadlines in relation to your disability should be allowed on request, wherever possible, you do not need to complete an extenuating circumstances form. Please refer to the [procedure for Students with Support Plans](#) that makes reference to extension.

If the issue affecting you is a long-term one, then an EC is not the appropriate route to go down. In these circumstances, you should seek [advice](#) on getting a Support Plan in place.

How to Apply for Extenuating Circumstances?

The main EC claim can be accessed from [here](#).

Please note we are currently running a pilot with two departments in Engineering (Chemical and Environmental Engineering and Foundation Engineering and Physics Sciences) and students on these courses should use the separate links referred to.

Timeline for submitting an Extenuating circumstance claim

For Coursework: Claims must be submitted **BEFORE** the coursework deadline

For timetabled Examinations/Assessments: Claims must be submitted within 7 days of the affected examinations.

What Evidence Do I Need to submit?

Usually, extenuating circumstances claims need to be supported by independent, reliable documentary evidence of inability to comply with the assessment requirements or to attend teaching or undertake required study. In section 3 of the [Guidance on Acceptable Circumstances and Evidence \(EC Procedure\)](#) you can find examples of the kind of acceptable circumstances and examples of the associated evidence that is normally required.

In addition, Schools/Departments can also consider evidence supplied by other members of staff known to you, for example, Personal Tutors, Welfare Officers or Hall Wardens. A [template](#) is provided for staff wishing to provide a supporting statement. This statement serves as evidence in support of an extenuating circumstances claim, it is not confirmation that the claim has been approved.

Evidence may not be needed if you need to notify the University of short-term absence which means you are unable to attend an examination. Please refer to the "What is the Self-Certification policy?" section below.

What are Extenuating circumstances

What is an EC is available [here](#) . In summary the following are extenuating circumstances:

- illness
- hospitalisation
- family illness
- bereavement
- IT and/or computer failure during online examinations
- acute Personal/Emotional Circumstances
- pregnancy
- victim of crime
- domestic disruption
- representing the University at a national event or involvement in some other significant/prestigious event
- jury service (UK)
- court attendance (UK)
- other

What are not Extenuating circumstances

Here are some examples of circumstances that are likely to be considered as unacceptable but please do read the information in full in section 4 of the [Guidance on Acceptable Circumstances and Evidence \(EC Procedure\)](#).

- transport issues
- holidays
- accommodation disturbances

- misreading the examination timetable
- paid employment or voluntary work
- exam stress
- foreseeable/preventable circumstances
- scheduling of assessments/deadline
- being reluctant to disclose the circumstances for any reason
- submitting the same extenuating circumstances more than once except where the student has accessed appropriate support to manage the circumstances but there is an unexpected acute episode at a particularly significant time.
- criminal conviction
- withdrawal of IT facilities or suspension for reason of debt

What is the Self Certification policy?

In certain circumstances, you can self-certify yourself from an assessment. These circumstances are

- Circumstances must be unexpected, short-term and acute eg migraine that you are unable to obtain medical evidence for.
- The type of assessment is a timed written or online formal examination, a language oral or an OSCE. (not coursework, presentation etc)
- The most you can self-certify for us 2 consecutive calendar days

If you are self-certifying in these circumstances, there will only be one outcome – **a further attempt at the assessment in the next scheduled assessment period.**

Full details of the policy are available [here](#)

I have a Support Plan. Do I need to submit an EC?

If you have a Support Plan that states on it that extensions to deadlines in relation to your disability should be allowed on request, you do not need to complete an EC form. Please refer to the [procedure for Students with Support Plans](#)

Where to get further support

If your case is highly sensitive and you are concerned about disclosing highly personal information online, we advise that you speak to your Personal Tutor or a Welfare Officer. These people can review the evidence in confidence with you and may be able to make a supporting statement for you to include with your form, without you needing to submit the sensitive evidence.