



Extenuating Circumstances Application

This form should be used if you wish to inform the University 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.

The deadline for claiming extenuating circumstances is normally 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 and the Code of Practice on Extenuating Circumstances (Qa: G1). If necessary, seek advice and/or assistance from Student Advice, however, this form should be completed by **you**.

All sections must be completed and the form returned, with corroborating evidence attached, to
Quality Assurance Office, Skinner Annexe, Ground Floor.

Section 1.

Full Name <i>(please print)</i>							
Student Registration Number	B						
Programme of study							
Subject (if applicable)							
Current year of study		Full or Part-time					

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. You must indicate here why it was not possible to raise these circumstances within 7 days of your assessment?

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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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(select either 1 or 2, not both)

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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See Guidance Notes

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 University Code of Practice 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:

- i. There must be *serious adverse circumstance*. The events you are describing should be sufficiently serious to mean that it would not be reasonable to expect you to complete the assignment(s) by the due date. Minor ailments and mishaps are not likely to meet this criterion.
- ii. The circumstances must be of *limited duration*. In other words there must be an expectation that you will be able to resume your usual pattern of study after a relatively short period. In more serious cases where there is likely to be prolonged interruption of normal activity, you should discuss with your Academic Coordinator whether it would be appropriate to suspend your studies (intercalate) until your circumstances have been resolved. Chronic illness and disability are not 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.
- iii. The circumstances must be such that they could *not reasonably have been foreseen*. You will be notified of the date of submission for assignments well in advance. There is, therefore, an expectation that you will exercise due foresight in organising your work.
- iv. **When submitting an application, you are strongly advised to personally deliver it to QASD where you will have the opportunity to discuss your circumstances with a member of the department. This will allow advice to be provided as to the most appropriate form of evidence that could be submitted to support your application.**

Computer/IT failure of student's own equipment is not normally acceptable as grounds for claiming extenuating circumstances:

A written testimony from your Academic Coordinator 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 QASD@bishopg.ac.uk with FAO Extenuating Circumstance Officer in the subject line of the email.

If you are providing evidence that refers to someone without your surname e.g. medical notes or death certificate, you must provide a clear explanation in Section 3 as to your relationship with this person; this will help the Panel to make an informed decision as to the outcome of your application.

Section 7 – Decision Requested:

You should only initially select either option 1 or 2. Option 3 may also be selected if you wish the Examination Board to consider the circumstances applied for when determining your degree classification, if accepted.



Section 8 - Declaration

You **must** read and sign this section.

On completion of this form you are advised to make a copy for you own records and submit the original form to the Quality Assurance and Student Data Office.

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. You **cannot** appeal against the decision made by the Extenuating Circumstances Panel. If additional evidence has become available, you need to submit a new application. An Academic Appeal can be requested in accordance with the Code of Practice on Academic Appeals, paragraph 3 (iv).

If your circumstances are accepted:

The decision will be passed to the Module Board of Examiners 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 Programme Board of Examiners for consideration later



Medical/Professional Practitioner Support Note

Students claiming extenuating circumstances relating to assessments must complete form Qa: G2 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 the University 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.

Student’s name:	
Doctor/ Practitioners name:	
Surgery/practice:	
Nature of condition/clinical diagnosis:	
Please comment on the likely impact of the illness on the student’s performance in, or preparation for academic assessment:	

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

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

Please Note:

The University does not require medical evidence to support student absence from University 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.