

EXTENUATING CIRCUMSTANCES – PROCEDURES

1. Regulations governing the reporting of extenuating circumstances that prevented the student from submitting or attending an assessment are in Examination and Assessment Regulations including the University's provisions, the criteria against which Extenuating Circumstances Officers judge whether or not a student's Extenuating Circumstances are valid
2. Extenuating circumstances can only be submitted for the first attempt in any academic year. They cannot be submitted for deferral or referral work.
3. If an Extenuating Circumstances Officer decides that a student's Extenuating Circumstances are valid for an examination type artefact, then the student will be permitted to attempt the assessment again, as if for the first time (unless the attempt at the assessment was not a first attempt).
4. If an Extenuating Circumstances Panel Officer decides that a student's Extenuating Circumstances are valid for an coursework type artefact, any assessment penalty that has been applied for lateness will be waived provided the work was submitted within twenty working days of the due date of submission. Students can not submit a further extenuating circumstances claim within this period to extend the time further.
5. The ECF3 form must be submitted to the student's departmental office as near as possible to the date of the actual incident or event that is to be considered as an extenuating circumstance. The bigger the gap between the event and date of submission, the less likely the claim will be found valid. For coursework, forms submitted later than twenty working days of the due date of submission will not normally be accepted and the student should be encouraged to go through the appeals process. For exams, forms submitted after the end of the consolidation and assessment period will not normally be accepted and the student should be encouraged to go through the appeals process.
6. Each Head of Department is responsible for publicising the dates for submission of forms and the member(s) of staff who are able to give guidance on completion of the form. Consideration might be given to making this information conspicuous on all departmental notice boards.
7. The ECF3 form is a self-carbonating 2-part form. The top copy is white and the second copy is yellow. The student must complete the following elements of the form:
 - a. The address box at the top left, clearly in block letters. This address will normally be the student's term time address but may be any address, including c/o [student's department].
 - b. The personal information boxes at the top right.
 - c. The "Circumstance" and "Evidence" tables, as directed by notes 1 and 2. If more than one circumstance applies for an assessment artefact, then a new ECF3 Form should be submitted for each circumstance.
 - d. The list of documents attached to the form as evidence. This will include their own statement and must include the document(s) shown in the "Evidence" table.

- e. The "Unit" table, as directed by notes 3 and 4. If the student is reporting more than six units affected, it will be necessary to use more than one form.
 - f. The student should sign and date the form as indicated at the bottom left of the form.
8. The student should submit the form in person unless their extenuating circumstances make it impossible to do so.
 9. A member of staff in the School/Departmental office will check that the student has completed the form as described in paragraph 7 above and that the documents shown on the "Evidence" block are attached to the form. Both of these conditions must be fulfilled before the form can be accepted.
 10. If the form is accepted, the student will be e-mailed confirmation that it has been received.
 11. If the form is not accepted the student must complete it correctly, with or without the help of the person named by the Head of School or Department, before attempting again to submit it. If exceptionally the form is not being submitted in person, the member of staff in the School/Departmental office will return it, with all its enclosed documents, to the address on the form.
 12. The Extenuating Circumstances Officer will decide if the Extenuating Circumstance is valid and record its decision in the "EC Officer Use Only" section of the table. A decision must be entered for each line used by the student. The decision for one artefact may or may not be the same as the decision for another artefact, even though the circumstance is the same (for example because the artefacts were due on different dates). If the circumstance is not valid, the reason must be stated on the form.
 13. The Extenuating Circumstances Officer must sign and date the form.
 14. The decision will then be checked by another Extenuating Circumstances Officer to confirm that it is reasonable. The Second Extenuating Circumstances officer shall also sign and date the form.
 15. The yellow copy (Part 2) is then detached and returned forthwith to the student to the address given on the form. This complies with the regulatory requirement to notify the student of the outcome within ten working days of the submission of the form.
 16. The white copy (Part 1) is used as the input document for the student record system and is then retained in the department, with the supporting documents, for 7 years.