**CONFIDENTIAL**

**This form is for use by students studying at Partner institutions – students studying at UWTSD should complete the online form which is available on MyTSD**

**EXTENUATING CIRCUMSTANCES FORM**

**Claim that circumstances outside of your control may have adversely affected your performance and should be taken into account by the University**

This form should be completed if you want to make the University aware of any extenuating circumstances which you believe may have adversely affected your performance or ability to complete your assessment(s).

**Please read the guidance notes at the rear of this form. Do NOT submit your claim until you have completed ALL sections of the form.**

**PLEASE NOTE THE FOLLOWING IMPORTANT INFORMATION BEFORE COMPLETING THE FORM.**

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 this 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 this form as soon as possible.

**Examinations and Presentations:**

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

You **must** provide relevant up-to-date verifiable independent documentary evidence to support all claims. You will receive a response to your claim normally within 21 days. You must not assume that your claim has been received or approved except where there has been explicit confirmation of this in writing.

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| The fully completed form with your supporting evidence should be emailed to: [**cpcasesec@uwtsd.ac.uk**](mailto:cpcasesec@uwtsd.ac.uk) |

**The University will acknowledge receipt of your claim and provide you with any updates and an outcome by email; therefore it is important that you check your University and personal email accounts regularly.**

**This form is available electronically from the Academic Office web pages:** <http://www.uwtsd.ac.uk/academic-office/>

**1. Student details:**

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| --- | --- | --- | --- |
| Student name: |  | | |
| Student number: |  | | |
| Address: |  | | |
| Telephone number: |  | | |
| E-mail address: |  | | |
| Programme of study: |  | | |
| Level of study: |  | | |
| Current mode of study | Full-time | Part-time | Distance learning |
| Institute: |  | | |
| Campus: |  | | |

**2. Nature of circumstances:**

|  |  |
| --- | --- |
|  | **Immobilising illness/hospitalisation**  Please provide a medical certificate or letter or email from your doctor, consultant or other healthcare professional indicating the duration and recent impact of the condition. |
|  | **Bereavement** (death of relative or close friend)  Please provide a copy of a death certificate or an order of service from a funeral. |
|  | **Significant adverse personal circumstances**  Please supply appropriate supporting independent evidence. |
|  | **Other significant factors**  Please supply appropriate supporting independent evidence. |
|  | **Pressures from employment (only where study is subsidiary to employment)**  Please provide a letter or email from your employer. |

3. Assessments affected:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Enter Coursework details below:**   * **Give the actual date of submission or enter ‘Will not submit’ if the work will not be submitted within 1 week of the assessment deadline.** * **Where work has been submitted, you must provide proof of the date of actual submission (either a submission receipt or confirmation from a member of staff of the date the work was submitted).** | | | | |
| **Module**  **Code** | **Module Name** | **Assessment type**  (e.g. essay, portfolio)  **Component** (where known)  **Weighting of component** | **Assessment deadline** | **Date work actually submitted\*** |
|  |  |  |  |  |
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|  |  |  |  |  |
| **Enter Examination/Presentation details below:**   * **Indicate whether you attended the examination/presentation or not.** | | | | |
| **Module**  **Code** | **Module Name** | **Assessment type**  (e.g. examination, presentation)  **Component** (where known)  **Weighting of component** | **Date of examination / presentation** | **Attendance at examination / presentation\*** |
|  |  |  |  |  |
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4. Do you currently have a Statement of Compensatory Measures from the University relating to any of the assessments listed above?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  |  |  |  | | --- | --- | --- | --- | |  | YES |  | NO | |

**5. Concisely describe the nature of the circumstances you are claiming for and how they have affected/will affect your performance (and where appropriate, explaining how these are not covered by your Statement of Compensatory Measures):**

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**6. Verifiable independent documentary evidence:** List the documentation which you have attached in support of your statement. Please note that the University will **NOT** seek evidence on your behalf – **it is your responsibility to provide this as part of your claim**. It is your responsibility to provide a translation undertaken by an accredited translator for any material not in English or Welsh – untranslated documents will not be considered.

**Please do not attach photos of a graphic nature such as injuries or body parts which will not be accepted – only verifiable independent documentary evidence is required.**

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| *If you are still awaiting evidence, you should indicate the expected date this will be submitted.* |

**7. Checklist:** Please complete the checklist below to ensure that you have completed the form according to the guidelines and attached all the required documentation:

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| --- | --- |
|  | I have read the guidance notes supplied before completing the form. |
|  | I have submitted my assessment or have decided that I will not be able to submit my assessment within 1 week of the assessment deadline or the date of my examination / presentation has passed (and I either attended or did not) |
|  | I have attached relevant up-to-date independent documentary evidence to support my claim. |
|  | I have completed **ALL** sections of the form in full. |
|  | I have submitted this no more than **21 days** after the date of the assessment. If not, I have provided independent evidence to show compelling reasons as to why the form is not being submitted in a timely manner. |
|  | I have attached 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 (not required for examinations/presentations). |

**THE UNIVERSITY HAS THE AUTHORITY TO RETURN TO A STUDENT ANY CLAIM THAT:**

* **IS RECEIVED MORE THAN 21 DAYS AFTER THE DATE OF ASSESSMENT OR AFTER NOTIFICATION OF RESULTS WHICH DOES NOT INCLUDE INDEPENDENT EVIDENCE TO EXPLAIN THE DELAY IN RECEIVING THE CLAIM;**
* **IS INCOMPLETE (TYPICALLY SECTIONS 3 OR 5 HAVE NOT BEEN COMPLETED);**
* **LACKS VERIFIABLE INDEPENDENT DOCUMENTARY EVIDENCE.**

|  |  |  |  |
| --- | --- | --- | --- |
| The information which I have provided is correct and complete to the best of my knowledge. I give my consent for this information to be disclosed to the relevant Examiners and officers of the University who are responsible for considering mitigating circumstances. I also understand that this claim for mitigating circumstances will be kept on my University record. **Submitting a false claim or false documentation is a serious matter and would be regarded as an attempt to gain unfair advantage. This would be an academic offence and would be dealt with under the Academic Misconduct or Non-Academic Misconduct Procedures. The University reserves the right to check on the validity of any document(s) you submit or statements you make in this claim.**  **By typing your name in the box below you are signing this form electronically.** | | | |
| **Signature of Student:** |  | **Date:** |  |

**GUIDANCE NOTES FOR COMPLETION OF THIS FORM**

You are responsible for submitting coursework in on time, for attending examinations and presentations at the appropriate time and place, and for submitting information on extenuating circumstances. Extensions to deadlines **cannot** be granted. In the event that work is submitted late, the work is marked in the normal way and then penalised in accordance with the regulations. The late submission penalty can only be lifted if a claim for extenuating circumstances has been officially approved.

An application for extenuating circumstances may be considered if evidence is provided of:

1. an immobilising illness or period of hospitalisation that would affect your ability to meet a deadline or attend an examination or presentation;
2. bereavement shortly before assessment resulting from the loss of a relative or close friend;
3. serious personal problems (where these relate to a third party, you must provide independent evidence of the recent impact on you);
4. other problems that are beyond your control which compromise your ability to meet a deadline or attend an examination or presentation;
5. pressures from employment, only where study is subsidiary to employment. For full-time students, study is only considered subsidiary to employment where the study is directly related to and dependent on the employment (where the employer specifically allows the student time-off from work to study and/or pays for the study, e.g. apprentices). In all other cases, full-time students cannot claim extenuating circumstances for pressures from employment. For part-time students, study is only considered subsidiary to employment where your primary role is in work and your study is directly secondary to your work;

In each case, you must provide relevant up-to-date verifiable independent documentary evidence   
which clearly shows 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.

Where appropriate, you must provide evidence of the actual date of submission in the form of an official submission receipt or confirmation from a member of staff that the assessment has been submitted.

The following will not normally be considered as grounds for extenuating circumstances:

1. Minor, non-immobilising health problems with a duration of less than one week including, but not limited to: colds, sore throat, sprains (other than in the writing hand/arm).
2. Loss of work including, but not limited to: as a result of theft, the breakdown of a computer or other electronic equipment, mislaying an electronic storage device or hard copy.

*You should guard against such difficulties by keeping electronic back-ups of work, together with hard copies and keeping drafts of work in progress.*

1. Difficulty in gaining access to available equipment, materials or resources.

*You should manage the time allocated for completing an assessment and discuss any problems that are likely to affect your ability to complete an assessment with your Programme Manager well in advance of the published submission date.*

1. Difficulties in completing or submitting an assessment due to technical problems (not *caused by a failure of the University’s systems)*

*You should mitigate against such problems by using an alternative device on campus or at a nearby public library or hub.*

*You should submit your assessments well in advance of the deadline in case of any unexpected problems with your device or internet connection that can sometimes occur.*

1. Non-serious domestic or personal disruptions including, but not limited to: moving house, travel delays, change of job, job interviews, holidays, weddings, oversleeping, cultural and/or educational adjustment, normal stress and anxiety experienced in relation to assessment.

*You are expected to be able to take reasonable steps to ensure that non-serious domestic or personal disruptions do not affect assessments.*

1. The normal financial difficulties which may be experienced by students, unless there has been a sudden and unforeseen change in financial circumstances.

*If you are experiencing short-term financial difficulties, you should seek advice and support from Student Services.*

1. Long standing impairments or medical conditions, unless it can be demonstrated through evidence that there has been an increase in severity at the time of the assessment, such that the student’s academic performance may have been adversely affected.

*You should report long standing impairments and conditions to Student Services to ensure that, where appropriate, adjustments are made to the assessment regime and support arrangements are put in place well before assessment commences.*

1. Submission of an incorrect, incomplete or corrupt assessment

*You are expected to take care to ensure that you submit the correct assessment to the correct module and submission link.*

The University reserves the right to take such steps as deemed necessary to verify the evidence submitted without prior notification and where the University is unable to authenticate the material to its satisfaction, the claim will not be accepted.

It is not possible to provide a definitive list of all acceptable independent documentary evidence, but the following are typical examples of what may be acceptable, depending on the exact individual circumstances:

* 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;
* 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;
* a copy of a death certificate;
* an order of service from a funeral;
* a copy of a MAT B1 form or birth certificate;
* a letter or email from an employer confirming that you are unavailable for study and the dates covered (only where study is subsidiary to employment);
* a letter or email from a coroner, legal practitioner, police officer, court official, charity, minister of religion or other professional;

In cases where the extenuating circumstances relate to ill-health/circumstances of a third party, independent evidence of the recent impact of the third party’s illness/circumstances on you must be provided.

Any evidence which you present must:

* be on official headed notepaper of the individual or organisation concerned 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 Procedures.

Non-diagnostic letters from medical practitioners (that is letters which state “the student informed me that he/she was ill…” or similar) and letters from non-traditional health practitioners will not be accepted as independent evidence.

In the interests of impartiality, evidence from academic members of staff and family and friends cannot normally be counted as independent evidence.   
  
Retrospective claims made for assessments undertaken in the previous Semester where the outcome of the assessment has been considered by an Examining Board and where you have subsequently engaged with studies in the current Semester will not be eligible for consideration.

Further information can be found in the University’s Mitigating Circumstances Policy at: <https://www.uwtsd.ac.uk/academic-office/academic-quality-handbook/>

**EXTENUATING CIRCUMSTANCES – COURSEWORK: A QUICK GUIDE FOR STUDENTS**

If you believe that there are extenuating circumstances which may have adversely affected your ability to complete coursework:

1. you should ensure that you are able to provide **relevant up-to-date verifiable** **independent documentary evidence** to support this, and
2. you should consider the following actions (noting the different outcomes depending on the formal extenuating circumstances decision):

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **What and Why** | **Outcome if formal extenuating circumstances decision is:** | |
| **APPROVED** | **REJECTED** |
| Submit work on time | Your work may be incomplete or not up to your normal standard, but it will not be otherwise penalised. | You will be given the choice of:   1. accepting the mark awarded for your work, or 2. submitting a new piece of work without penalty at the next appropriate assessment point as normally determined by the next relevant Examining Board. | The mark awarded stands. If this is a fail mark, the next relevant Examining Board may allow you a further attempt during the re-assessment period capped at the minimum pass mark (40% for Levels 4, 5 and 6 or 50% for Level 7). |
| Submit complete piece of work up to 1 week late  (First attempts only) | You may take extra time (up to 1 week depending on how much time you think has been lost due to your extenuating circumstances) and submit a complete piece of work which will be marked as normal. Initially a late penalty will be applied – the mark will be capped at the minimum pass mark (40% for Levels 4, 5 and 6 or 50% for Level 7) | The late penalty will be lifted and the full mark given to the work before the penalty was applied will be recorded. | The late penalty stands. If the work is given a fail mark, the next relevant Examining Board may allow you a further attempt during the re-assessment period capped at the minimum pass mark (40% for Levels 4, 5 and 6 or 50% for Level 7). |
| Submit complete piece of work up to 1 week late  (Re-assessments) | You may take extra time (up to 1 week depending on how much time you think has been lost due to your extenuating circumstances) and submit a complete piece of work which will be marked as normal. Initially a late penalty will be applied – the mark will be recorded as 0% | The late penalty will be lifted and the full mark given to the work before the penalty was applied will be recorded. | The late penalty (mark of 0%) stands. The next relevant Examining Board may allow you a further attempt during the re-assessment period capped at the minimum pass mark (40% for Levels 4, 5 and 6 or 50% for Level 7). |
| Do not submit work within 1 week of deadline | You feel that your extenuating circumstances mean that you are unable to submit your work within 1 week of the deadline – so that even if you could complete the work, it will not be accepted. Initially this will be recorded as a non-submission and you will be given a mark of 0%. | You will be allowed to submit the work without penalty at the next appropriate assessment point as normally determined by the next relevant Examining Board.. | The non-submission (mark of 0%) stands. The next relevant Examining Board may allow you a further attempt during the re-assessment period capped at the minimum pass mark (40% for Levels 4, 5 and 6 or 50% for Level 7). |

1. you should complete the Extenuating Circumstances Form (Appendix SC01) and send it along with your verifiable independent documentary evidence **AFTER** you have submitted your work or you have decided that you will not be able to submit the work within 1 week, **but** no more than **21 days** after the deadline. You must provide proof of the date of actual submission. 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.

**EXTENUATING CIRCUMSTANCES – EXAMINATIONS AND PRESENTATIONS: A QUICK GUIDE FOR STUDENTS**

If you believe that there are extenuating circumstances which may have adversely affected your ability to take an examination / give a presentation or your performance in an examination / presentation:

1. you should ensure that you are able to provide **relevant up-to-date verifiable independent documentary evidence** to support this, and
2. you should consider the following actions (noting the different outcomes depending on the formal extenuating circumstances decision):

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **What and Why** | **Outcome if formal extenuating circumstances decision is:** | |
| **APPROVED** | **REJECTED** |
| Take examination / give presentation | Your performance may not be up to your normal standard, but it will not be otherwise penalised. | You will be given the choice of:   1. accepting the mark gained for your examination / presentation, or 2. sitting the examination / giving the presentation again without penalty at the next appropriate assessment point as normally determined by the next relevant Examining Board. | The mark awarded stands. If this is a fail mark, the next relevant Examining Board may allow you a further attempt during the re-assessment period capped at the minimum pass mark (40% for Levels 4, 5 and 6 or 50% for Level 7). |
| Do not take examination /do not give presentation | You feel that your extenuating circumstances mean that you are unable to take the examination / give the presentation. Initially this will be recorded as a non-attempt and you will be given a mark of 0%. | You will be allowed to sit the examination / give the presentation without penalty at the next appropriate assessment point as normally determined by the next relevant Examining Board. | The non-attempt (mark of 0%) stands. The next relevant Examining Board may allow you a further attempt during the re-assessment period capped at the minimum pass mark (40% for Levels 4, 5 and 6 or 50% for Level 7). |
| Leave examination / presentation early | Your extenuating circumstances may mean that you have to leave the examination / presentation before it is completed. Your performance may not be up to your normal standard, but it will not be otherwise penalised. | You will be given the choice of:   1. accepting the mark gained for your examination / presentation, or 2. sitting the examination / giving the presentation again without penalty at the next appropriate assessment point as normally determined by the next relevant Examining Board. | The mark awarded stands. If this is a fail mark, the next relevant Examining Board may allow you a further attempt during the re-assessment period capped at the minimum pass mark (40% for Levels 4, 5 and 6 or 50% for Level 7). |

1. you should complete the Extenuating Circumstances Form (Appendix SC01) and send it along with your verifiable independent documentary evidence **AFTER** the examination / presentation, **but** no more than **21 days** after the 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.

NOTE: If you know in advance that you will be unable to attend the examination or presentation (for example, you have a hospital appointment that cannot be changed on the scheduled date of the examination / presentation), then you should complete the form as soon as possible.

**THIS DOCUMENT IS ALSO AVAILABLE IN WELSH.**