



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Extenuating Circumstances Application (Partners)

Student Guide

This document will guide you through the process of completing and submitting an Extenuating Circumstances Application.

If you have any queries regarding your application, please contact the team via cpcasesec@uwtsd.ac.uk.

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Extenuating Circumstances procedure for students at Collaborative Partner institutions

The Extenuating Circumstances Application form is available to download from our website via the following link [EC application form](#) under Chapter 12: Student Policies.

Important: You will only be able to claim Extenuating Circumstances if you are enrolled with the University in the current academic year.

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.

- If you intend to submit your work on time or submit a complete piece of work up to 1 week late or plan to attend your examination/presentation on the scheduled date, you should submit the Extenuating Circumstances Form (SC01) **AFTER** you have submitted the work or **AFTER** you have attended the examination/presentation.
- If you are unable to submit your work within 1 week of the deadline or unable to attend your examination/presentation, you should submit the Extenuating Circumstances Form (SC01) as soon as possible.

Extenuating Circumstances Form (SC01)

Once you have downloaded the form you will need to complete sections 1 – 7, sign and date the form, making sure you have read the guidance notes at the end of the document. You may find useful to have guidance from your Programme Manager when completing the form.

Section 1 – Personal and Course Details

Please complete all the boxes in the personal and course details section, if you do not have some of the information please contact the institution at which you are studying for assistance, before submitting your application.

Section 2 – Nature of Circumstances

In this section you must select the nature of the circumstance(s) that have affected/will affect your studies. You may select as many as are appropriate to your claim.

Section 3 – Assessments affected

This section is to be completed fully, with details in every column. The top section of the table should be used to enter coursework, portfolio, essay, reports and any other written assignments, and the lower section is for exams and presentations. The following guidelines apply to both sections.

Module Code & Name – Please use the UWTSD code and name, which can be found in your Programme of Study Handbook.

3. Assessments affected:

Enter Coursework details below: * Give the actual date of submission or write “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*
AAAA1111	Independent Project			

Assessment Type, Component & Weighting – Here you need to identify whether the work is coursework, portfolio, essay etc, if there is more than one piece of work for the module it is important that the component you wish to claim for is clearly shown together with the weighting it carries. Please use a separate line for each component.

3. Assessments affected:

Enter Coursework details below: * Give the actual date of submission or write “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*
AAAA1111	Independent Project	Component 1, report 50%		

Assessment deadline – This is the date the work should have been submitted.

3. Assessments affected:

Enter Coursework details below: * Give the actual date of submission or write “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*
AAAA1111	Independent Project	Component 1, report 50%	15/10/2021	

Date work actually submitted – If the assessment was submitted within 7 days of the deadline, you will need to enter the actual date the assessment was submitted. Dates in the future should not be entered here.

3. Assessments affected:

Enter Coursework details below: * Give the actual date of submission or write “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*
AAAA1111	Independent Project	Component 1, report 50%	15/10/2021	16/10/2021

‘Will not Submit’ is appropriate where work has not been submitted within 7 days of the deadline.

3. Assessments affected:

Enter Coursework details below: * Give the actual date of submission or write “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*
AAAA1111	Independent Project	Component 1, report 50%	15/10/2021	Will not submit

Section 4 – Statement of Compensatory Measures

Please identify here, by ticking the relevant box, if you have a Statement of Compensatory Measures.

Section 5 – Nature of your circumstances

In this box, you will need to, concisely, describe the nature of the circumstances that have affected/will affect your ability to complete the assessment(s) you are claiming for.

Section 6 – Details of supporting evidence

You are required to provide documentation to support your application. In this section, you need to provide a list of the supporting evidence for your claim. Depending on the nature of the circumstance(s) of your claim, you will be required to provide specific documentation. A list of the required documentation is available below.

If you have indicated that you have submitted your work, then you will need to provide a copy of the submission receipt or written confirmation from a member of staff of the date the work was submitted.

If you are submitting your claim more than 21 days after the date of the assessment, you will also need to provide independent evidence to show compelling reasons as to why the form is not being submitted in a timely manner.

Any evidence which you present must:

- Be on official headed notepaper of the individual or organisation concerned (with full contact details) and signed and dated by the author. Evidence presented by email may be acceptable if the email 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 Policy.

Please note that the University cannot accept the following as supporting evidence;

- Appointment letters
- Self-certification forms
- Prescriptions and photographs of tablets and medication
- Photographs of a graphic nature such as injuries or body parts
- Photographs of lateral flow tests

Coronavirus – related issues:

The following are examples of acceptable verifiable documentary evidence:

- An official isolation note;
- Official correspondence relating to a Coronavirus (COVID-19) Test;
- A letter/email confirming a school closure;
- A Statement of Fitness for Work or Medical Certificate which clearly indicates the duration and impact of the illness/circumstances on your ability to complete the assessments(s);
- A signed and dated letter from a medical practitioner which clearly indicates the duration and impact of the illness/circumstances on your ability to complete the assessments(s);
- A signed and dated letter from an employer which clearly indicates the duration and impact of the illness/circumstances on your ability to complete the assessments(s);

Immobilising illness/hospitalization / Significant adverse personal circumstances

The following are examples of acceptable verifiable independent documentary evidence:

- A Statement of Fitness for Work or Medical Certificate which clearly indicates the duration and impact of the illness/circumstances on your ability to complete the assessment(s);
- A signed and dated letter from a medical practitioner which clearly indicates the duration and impact of the illness/circumstances on your ability to complete the assessment(s);

Bereavement

The following are examples of acceptable verifiable independent documentary evidence:

- A Statement of Fitness for Work or Medical Certificate which clearly indicates the duration and impact of the illness/circumstances on your ability to complete the assessment(s);
- A signed and dated letter from a medical practitioner which clearly indicates the duration and impact of the illness/circumstances on your ability to complete the assessment(s);
- A copy of a Death Certificate;
- An order of service from a funeral.

Pressures from employment (only where study is subsidiary to employment)

The following are examples of acceptable verifiable independent documentary evidence:

- A signed and dated letter from an employer which clearly indicates the duration and impact of the extenuating circumstances on your ability to complete the assessment(s);

Other significant factors

The following are additional examples of acceptable verifiable independent documentary evidence:

- A copy of a Birth Certificate;
- A signed and dated letter from a coroner, legal practitioner, police officer, court official, charity, minister of religion or other professional which clearly indicates the duration and impact of the extenuating circumstances on your ability to complete the assessment(s);
- A Statement of Fitness for Work or Medical Certificate which clearly indicates the duration and recent impact of the illness/circumstances;
- A signed and dated letter from a medical practitioner which clearly indicates the duration and recent impact of the illness/circumstances;
- A copy of a Death Certificate;
- A copy of an Order Of Service from a funeral;
- An official isolation note
- Official correspondence relating to a Coronavirus (COVID-19) Test.

Claim more than 21 days after the assessment deadline

- If you are submitting your claim more than 21 days after the date of the assessment, you will also need to provide independent evidence to show compelling reasons as to why the form is not being submitted in a timely manner.

Section 7 – Checklist

Once you have completed the form, please also complete the checklist to ensure that you have completed the form correctly and provided any necessary supporting documents.

Signature and date

Finally, before you submit your application, you must first sign and date the form. You may type your name in the box to sign the form electronically. Once this has been completed, your claim is ready to be emailed together with any supporting evidence to cpcasesec@uwtsd.ac.uk

If you have any queries regarding your application, please contact the team via cpcasesec@uwtsd.ac.uk.