



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

Extenuating Circumstances Application (Partners)

Student Guide

The following 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

The Extenuating Circumstances Application form is available to download from our website via the following link [EC application form](#) under Chapter 13: Student Cases.

Important: You will only be able to claim Extenuating Circumstances if you have an enrolment record in the current academic year.

Extenuating Circumstances Form

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.

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 <u>will not be submitted</u> within 1 week of the assessment deadline. * Where work <u>has been submitted</u> , 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 and Name	Assessment Type (e.g. essay, portfolio) Component (where known) Weighting of component	Uncapped or Capped	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 <u>will not be submitted</u> within 1 week of the assessment deadline. * Where work <u>has been submitted</u> , 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 and Name	Assessment Type (e.g. essay, portfolio) Component (where known) Weighting of component	Uncapped or Capped	Assessment deadline	Date work actually submitted*
AAAA1111 – Independent Project	Component 1, report 50%			

Uncapped or Capped – Here you will need to identify if this is your first attempt at the work (uncapped) or if you are claiming a re-sit (capped).

3. Assessments affected:

Enter Coursework details below: * Give the actual date of submission or write "will not submit" if the work <u>will not be submitted</u> within 1 week of the assessment deadline. * Where work <u>has been submitted</u> , 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 and Name	Assessment Type (e.g. essay, portfolio) Component (where known) Weighting of component	Uncapped or Capped	Assessment deadline	Date work actually submitted*
AAAA1111 – Independent Project	Component 1, report 50%	Uncapped		

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

3. Assessments affected:

Enter Coursework details below: * Give the actual date of submission or write "will not submit" if the work <u>will not be submitted</u> within 1 week of the assessment deadline. * Where work <u>has been submitted</u> , 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 and Name	Assessment Type (e.g. essay, portfolio) Component (where known) Weighting of component	Uncapped or Capped	Assessment deadline	Date work actually submitted*
AAAA1111 – Independent Project	Component 1, report 50%	Uncapped	15/01/2021	

Date work actually submitted – If the work was handed in within 7 days of the deadline, you will need to enter the actual date the work 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 and Name	Assessment Type (e.g. essay, portfolio) Component (where known) Weighting of component	Uncapped or Capped	Assessment deadline	Date work actually submitted*
AAAA1111 – Independent Project	Component 1, report 50%	Uncapped	15/01/2021	17/01/2021

'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 and Name	Assessment Type (e.g. essay, portfolio) Component (where known) Weighting of component	Uncapped or Capped	Assessment deadline	Date work actually submitted*
AAAA1111 – Independent Project	Component 1, report 50%	Uncapped	15/01/2021	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 work you are claiming for.

Section 6 – Details of supporting evidence

In this section, you need to provide a list of the supporting evidence for you claim. You are required to provide documentation to support your application. 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 an assignment, 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.

Coronavirus – related issues:

The following are examples of acceptable verifiable documentary evidence:

- An official NHS Isolation Note (for students in the UK);
- Official correspondence relating to a Coronavirus (COVID-19) Test;
- A letter/email confirming a school closure;
- A letter/email confirming that you are a key worker;
- 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);

Alternatively, if you are unable to provide documentary evidence, the University will accept the following student statements as evidence:

- A statement that you have/had Corona virus confirmed following test.
- A statement that you are/were self-isolating and how this has a severe impact on your ability to complete the assessment.
- A statement that you have/had increased caring responsibilities and the impact on your assessments.

- A statement that you lack internet access and as a result are unable to complete work online.
- A statement of increased pressure from employment related to the virus, particularly for emergency services staff, health and welfare workers, carers and other key workers.
- A statement that you are in a location that is in a form of extended lock down (either at home or abroad) without access to the internet as a result of the Corona virus.

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 employers (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, 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).

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.