

“ I had issues during an assignment
I have recently handed in ”

How to...

Apply For Extenuating Circumstances

1.

Extenuating Circumstances are defined as events which impact on a students' ability to complete work within the timeframe, or limit the quality of the work. These are described as '*serious adverse circumstances*' of '*limited duration*' which could '*not reasonably have been foreseen*'. Extenuating Circumstances are to be applied after the hand-in/examination date. Otherwise, see the Extensions poster.

2.

The following may give rise to the application of Extenuating Circumstances:

- Performance in assessment
- Absence in examined or oral assessment
- Late hand-in, where an extension was not able to have been procured.

A student applying for Extenuating Circumstances may request one of the following:

- The existing grade for an assignment is set aside and a fresh attempt is allowed;
- A failing grade for the module is disregarded and a fresh attempt for all or part of the overall assessment strategy is allowed;
- Consideration of the circumstances is taken into account together with the students overall mark profile in determining his/her degree classification (final year undergraduate students only)

3.

Applications must be submitted on the appropriate University form and must be supported by corroborating evidence which can include:

- a. Medical evidence e.g. a letter from a doctor, nurse or other professional practitioner, confirmation of appointment, prescription, a completed Medical/Professional Practitioner Support Note, etc.
- b. Supporting statement(s) from Academic Coordinator/Course Leader and/or tutor
- c. Other verifiable evidence e.g. police incident/crime number.

Extenuating Circumstances should not usually be applied for later than 7 days after the hand-in or examination or assessment date