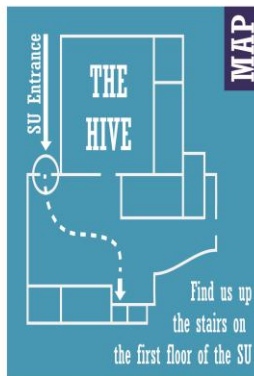
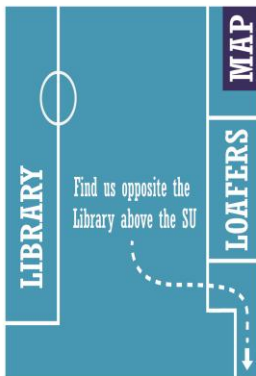


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🗨️ Why should I submit an extenuating circumstances form?

They are the only way that the Award Board knows that something happened that caused you to miss a deadline or an exam. **Telling your tutor is not enough.**

🗨️ What counts as an extenuating circumstance?

A circumstance that is outside your control; that effects your ability to attend or complete an assessment; can be corroborated by independent evidence and occurred during or shortly before your assessment.

🗨️ For example...

Hospitalisation; Health problems; Childbirth; Bereavement; Major accident or injury; Mental health problems; representing the University at national level; late diagnosis of, for example dyslexia resulting in no support or examination provision.

🗨️ What circumstances are not normally valid?

Alarm clock failure; Travel delays; Child care problems; Unspecified anxiety / mild depression/ examination stress; Coughs and colds unless at its peak at the time of examination; Financial problems; Holidays; Computer problems including corrupt data and printer failure

🗨️ What counts as corroborating evidence?

A letter from a professional such as GP, Counsellor or Social Worker.

An official document such as a Court Summons, Police Report or Insurance document.

In addition a letter from Support Staff such as Chaplaincy, Student Funding, UPSU Advice Centre or an Academic who has been closely involved with the students pastoral care, may assist with your application.

🗨️ What does my corroborating evidence need to show?

Evidence must be specific about the nature, timing and severity of the problem and if possible provide an independent assessment of the effect it is having on you. Evidence from your friends and family will not count and whoever you ask to provide your evidence should bear in mind what is required by the University, a vague sick note will not suffice.

🗨️ New this academic year - Fit to Sit / Submit!

If you submit coursework or sit an exam then it will be counted as an attempt. If you have valid extenuating circumstances then you must decide whether to sit or submit. Valid extenuating circumstances no longer cover atypical performance.

🗨️ It's important to look at your transcript.

With valid extenuating circumstances, the award assessment board will normally allow reassessment at the same attempt.