



Scan here for more information about extenuating circumstances

A situation or event has occurred which has affected your ability to hand in an assignment on time or attend a time-specific assessment.
Does this relate to your long-term condition?

YES

NO

Do you have a Student Support Document with your condition listed?

YES

NO

Is your request for an extension on coursework or non-attendance a time-specific assessment?

Do you need to apply for ECs?

YES

NO

Speak to the Student Hub

No further action

Apply for Extenuating Circumstances

No further action

You can apply for **evidenced** extenuating circumstances for an extension of up to 10 working days.

Does the situation or event meet the conditions to be considered an Extenuating Circumstance according to the policy?

NO

Submit your coursework and/or attend your time-specific assessment as normal.

Do you have **sufficient evidence**?

NO

You can apply for self-certified Extenuating Circumstances for a coursework extension of up to 5 working days.

YES

Is this situation due to an acute condition that means you need adjustments for an exam (e.g. broken arm and require a scribe)?

NO

Contact your Faculty Office, the Doctoral College or equivalent in partner institutions, as soon as possible.

DID YOU KNOW?

Extenuating circumstances are unforeseeable and unpreventable issues that may temporarily prevent or significantly impact an assessment. The University can accommodate these circumstances through the extenuating circumstances process. It's crucial to inform your tutor, department staff, or advice team immediately.