



Extenuating Circumstances Application Form

PLEASE READ THE EXTENUATING CIRCUMSTANCES POLICY BEFORE COMPLETING THIS FORM.

You can use this form when you are:

1. Unfit to submit an assessment or sit an examination.
2. Requesting an extension to a deadline.

Students are encouraged to seek support from the [Student Wellbeing Coordinator](#) (SWC) and carefully consider whether it is in their best health and academic interests to submit an EC application. Learners on work based learning programmes should seek support from the [Business Relations Manager](#) (BRM) in the EDGE Team in the first instance.

Completed application forms should be submitted to the [Academic Services Coordinator](#) (ASC) or [Operations Quality Manager](#) (OQM) (for work related learners). Incomplete applications will be rejected.

YOUR PERSONAL DETAILS

Name	
Student Number	
Email Address	
Telephone Number	
Programme Type	
Programme Name	
Year/level (e.g. Year 1 UG/level 4; PG Level 7)	

COVID-19 RELATED EXTENSION REQUEST

Please tick here if you are applying to submit assessments up to ten days after the submission deadline. **NB. This is for requests related to Covid-19 only.** You must have reported your Covid status or self-isolation using the College’s reporting system prior to making an Extenuating Circumstances application, any applications submitted without the reporting system being used will be rejected.

SELF CERTIFICATION EXTENUATING CIRCUMSTANCES

Please tick here if you are using your one self-certified Extenuating Circumstances application. Please remember that once this option has been used, you will be required to submit supporting evidence for all other Extenuating Circumstances applications.

WHAT ARE YOU APPLYING FOR?

DEFERRAL: Tick if you are applying for extenuating circumstances to **Defer** your assessment until the next possible opportunity.

EXTENSION: Tick if you are applying to **submit assessments up to seven days after the submission deadline.**

FOR EXAMINATION ASSESSMENTS ONLY

Course Code	Full Course Title	Assessment Event & AE Number	Examination Date	Deferral Request

FOR ALL OTHER ASSESSMENTS

Course Code	Full Course Title	Assessment Event & AE Number	Submission Deadline	Extension /Deferral

WHAT ARE THE EXTENUATING CIRCUMSTANCES YOU WISH TO BE TAKEN INTO CONSIDERATION? PLEASE GIVE EXACT DATES.

WHICH CATEGORY DO YOUR EXTENUATING CIRCUMSTANCES COME UNDER, AND WHAT INDEPENDENT SUPPORTING EVIDENCE ARE YOU SUBMITTING? PLEASE KEEP A COPY OF ALL SUPPORTING EVIDENCE YOU SUBMIT.

	Category	Tick	Supporting Evidence	Tick
A	Acute health issue		Medical certificate	
			Signed statement by independent medical adviser	
			A letter from the Head of Student Support and Development or Mental Health Adviser	
			Statement from a recognised independent professional	
			Photograph of injury	
			Photograph of prescription box	
B	Illness of a dependant		<i>Either:</i> Medical certificate	
			<i>Or:</i> Letter from appropriate independent medical adviser	
			<i>And</i> a statement from the student	
C	Bereavement		Death certificate	
			Coroner's report	
			Order of service	
D	Court attendance		Official correspondence from Court or Tribunal	
E	Victim of crime		Copy of police/crime report	
F	Military reserves		Official correspondence from Commanding Officer	
G	Sport commitment		Official letter from sporting body	

EXTENUATING CIRCUMSTANCES APPLICATION FORM

	Category	Tick	Supporting Evidence	Tick
H	Retake level rather than individual courses		Statement from a recognised independent professional	
I	Apprenticeship Work Commitments		Written confirmation from a Line Manager or Employer	
J	Other exceptional and personal circumstances that do not come under the categories listed		Please list:	
K	Religious Festivals		Name and date of festival	

YOU MUST COMPLETE THIS CHECKLIST BEFORE SUBMITTING THIS FORM:

Claims without supporting evidence which are not the one self-certified application will not be considered.

Have you filled in all sections of the form?

Do you have appropriate supporting documents?

Have you attached the appropriate evidence?

I understand that the extenuating circumstances information will normally be disclosed to the Extenuating Circumstances Panel.

I also understand that if I were found to be making a false declaration, this could be considered a student disciplinary matter.

If I disclose information which suggests that I am at risk of serious or imminent harm, I understand that the form will be shared with appropriate people in the College for the sole purpose of providing adequate support.

Signature	
Date of submission	

Title: Extenuating Circumstances Application Form					
Approved by: The Quality Team					
Version number	Date approved	Date published	Owner	Location	Proposed next review date
2.1	January 2022	January 2022	Registrar	Academic Handbook/policies and procedures/academic policies and procedures	April 2024
2.0	January 2022	January 2022	Registrar	Academic Handbook/policies and procedures/academic policies and procedures	April 2024
1.9	January 2022	January 2022	Registrar	Academic Handbook/policies and procedures/academic policies and procedures	April 2024
1.8	January 2022	January 2022	Registrar	Academic Handbook/policies and procedures/academic policies and procedures	April 2024
1.7	March 2021	March 2021	Registrar	Academic Handbook/policies and procedures/academic policies and procedures	April 2024
1.6	September 2020	September 2020	SAS	Academic Handbook/policies and procedures/academic policies and procedures	April 2024
1.5	March 2020	March 2020	SAS	Academic Handbook/policies and procedures/general	July 2021
1.4	March 2020	March 2020	SAS	Academic Handbook/policies and procedures/general	July 2021
1.3	April 2019	April 2019	SAS	Academic Handbook/policies and procedures/general	July 2019
1.2	January 2019	January 2019	SAS	Academic Handbook/policies and procedures/general	July 2019
Referenced	Extenuating Circumstances Policy				

EXTENUATING CIRCUMSTANCES APPLICATION FORM

documents	
External Reference Point(s)	UK Quality Code Theme: Assessment, Enabling Student Achievement