

PRESENTATION OF EXTENUATING CIRCUMSTANCES

What are extenuating circumstances?

Extenuating circumstances are circumstances **beyond your control** which either prevented you from attending an examination, or submitting part or all of your coursework by the due deadline. It could also be the case that you attended an examination, or submitted coursework, but your performance was adversely affected by extenuating circumstances. Although often medical in nature, anything which is **unforeseeable** or **unpreventable** may be considered an extenuating circumstance (for example, a family bereavement).

How do I present details of my extenuating circumstances?

This form has been designed to give you the opportunity to set out the details of your extenuating circumstances. You should complete Section A in full. Any evidence in support of your claim should be submitted with the form. Where appropriate, the College's counseling service will provide reports in support of claims of extenuating circumstances.

When do I present details of extenuating circumstances?

Claims for extenuating circumstances should be made at the time the circumstances occurred and must be submitted as soon as is practicable.

To whom do I present details of extenuating circumstances?

The completed form, together with any supporting documentation, must be presented to your Course Tutor.

What will happen to my completed form?

Your submission will be considered through the appropriate channels and the outcome communicated to you. If the evidence is accepted you will be given the opportunity to be assessed on a further occasion in the appropriate examination(s) or coursework.

* Please note that a successful outcome will always involve further assessment in the module(s) concerned; the examiners will **not** give you additional marks to compensate for your extenuating circumstances.

Prior to completing this form you are strongly advised to read the submission and grading procedures for assignments for the relevant Awarding Organisation for further details on Extenuating Circumstances.

SOUTH EASTERN REGIONAL COLLEGE

PRIVACY NOTICE: Information gathered on this form will be processed within the provisions of the General Data Protection Regulations (GDPR) and used for the purpose of recording and managing extenuating circumstances. The College is permitted to process personal data where there is a 'lawful basis' to do so. Your information may be shared with relevant College staff for the purpose of recording and managing extenuating circumstances.

Further information on data protection and your rights are available on our website <https://www.serc.ac.uk/customer-privacy>

EXTENUATING CIRCUMSTANCES FORM

SECTION A: TO BE COMPLETED BY STUDENT

1 PERSONAL AND COURSE INFORMATION			
Name (in full):		Student No:	
Course Code:		Course Title:	
Year of Study:		Course Tutor:	
E-mail:			
2 MODULE INFORMATION			
Please provide the information below for each module affected by extenuating circumstances. You should read the above notes carefully before completing this section:			
<u>Type and Date of Assessment</u>			
(i) The following codes only should be used to indicate Type of Assessment: CT=class test, ES=essay, EX=examination, PR=project, PT=presentation, O=other.			
(ii) A separate entry should be provided for each type of assessment listed. The date entered should be the date of the examination or class test, or submission deadline for coursework.			
<u>Type of Circumstance</u>			
The following codes only should be used to indicate Type of Circumstances: N = Non-attendance at examination or non-submission of coursework. P = Performance affected by extenuating circumstances.			

Module Title	Type & date of assessment (using above codes)		Type of circumstance (using above codes)	Tutor
	Type	Date		

3 DETAIL OF EXTENUATING CIRCUMSTANCES

i) Nature of Difficulty: (please tick as appropriate)	Illness		Other personal circumstances	
ii) Date(s) on which you were affected				
iii) Absence from study (please indicate as appropriate)				
Were you absent from the College for more than three working days as a result of your extenuating circumstances?			Yes	No
iv) Supporting Evidence (<i>please indicate as appropriate</i>)				
Do you have medical certificate(s) or other supporting evidence? *			Yes	No
If YES is the evidence attached?			Yes	No
<p>* Where available, supporting documents should be submitted with this form. If you do not have objective evidence you should explain below the nature of your difficulties. (<i>You may continue on a separate sheet if necessary</i>)</p>				

4 EFFECT OF EXTENUATING CIRCUMSTANCES

A. Please explain the effect of the extenuating circumstances on performance in the assessments listed at part 2. (*You may continue on a separate sheet if necessary*)

B. Please state what your preferred outcome would be (e.g. specify the length of extension requested for coursework).

I confirm that to the best of my knowledge the information given on this form is a true and accurate statement of my personal circumstances.

Student Signature:

Date:

SECTION B: TO BE COMPLETED BY COURSE TUTOR/COURSE COORDINATOR

Please complete the details below in relation to the evidence presented.

Module Name	Consideration of Evidence (Tick as appropriate)		Recommendation
	Upheld	Rejected	
COMMENTS:			
Name of Course Tutor/ Course Coordinator:			
Signature:		Date:	