Extenuating Circumstances Application Form

Please read the [Extenuating Circumstances (EC) Policy](https://www.nulondon.ac.uk/academic-handbook/policies-and-procedures/academic/extenuating-circumstances-policy/) before completing this Form. You can use this form when you are:

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

Students are encouraged to seek support from the [Student Wellbeing Coordinator](mailto:studentsupport@nulondon.ac.uk) (SWC) or [Academic Adviser](mailto:academicadvising@nulondon.ac.uk) and carefully consider whether it is in their best health and academic interests to submit an EC application. Learners on work related learning programmes should seek support from their dedicated [Success Manager](mailto:successmanagers@nulondon.ac.uk) in the first instance. If you are uncertain about how to complete this form after reading the EC Policy, please contact [Student Assessments](mailto:student.assessments@nulondon.ac.uk), an [Academic Adviser](mailto:academicadvising@nulondon.ac.uk) or [Success Manager](mailto:successmanagers@nulondon.ac.uk).

The information you give on this form must be supported by appropriate signed, dated, and independent documentary evidence which covers the dates of the assessment(s) concerned, for further information, please see Annex A of the [Extenuating Circumstances Policy](https://www.nulondon.ac.uk/academic-handbook/policies-and-procedures/academic/extenuating-circumstances-policy/). It is your responsibility to submit all the information required, which will then be assessed by the EC Panel. The submission of evidence is no guarantee that extenuating circumstances will be accepted. If you wish to expand your information, continue on a separate sheet. Ensure you follow the paragraph numbering of this form, and make sure the extension sheet is signed and dated. Submit this form, fully completed and accompanied by supporting evidence, to [Student Assessments](mailto:student.assessments@nulondon.ac.uk).

Please remember that the University has a range of pastoral and academic support available to assist you. Please contact Student Support and Development or Academic Support, through [Target Connect.](https://studentsupport.nulondon.ac.uk/)

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| **1. What are you applying for?** | | |
|  | Tick if you are applying for extenuating circumstances to **Defer** your assessment until the next possible opportunity.  This would normally apply to you if you have experienced an extenuating circumstance **and do not believe you are fit to study at this time.** | You may only select this option if you have **NOT** already submitted or sat the specified assessment(s). Any extenuating circumstances will automatically be rejected where assessment has been attempted prior to the submission of the EC form; by submitting an assessment or sitting you are declaring yourself fit to do so.  If your EC is successful, you will be required to submit the specified assessment(s) or sit the exam at the next available opportunity.  Only one deferral is permitted per assessed element. Any further EC applications for a deferral will be rejected. |
|  | Tick if you are applying to **submit assessments up to seven days after the deadline** submission date.  This would apply to you if you have experienced an extenuating circumstance but will be ‘fit to study’ with additional time; and the assessment can then be submitted with a claim for an extension to the deadline date under the EC Policy. | If the extension request is approved, your work will be marked without penalty and the full mark will be applied.  If the claim for the extension is not approved, and the assessment is submitted during the permitted late period the mark will be capped at 40%.  Work without approved EC cannot be handed in after the close of the normal late submission period. Work not submitted will be given a mark of zero. |

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| **2. Your Details** | |
| Name |  |
| Student number |  |
| Email address |  |
| Telephone number |  |
| Programme  \*delete as appropriate | Undergraduate degree programme [name programme]  Postgraduate degree programme [name programme]  Degree apprenticeship/work-based learning programme [name programme]  NUin/NU Bound/GEP/Global Quest/Semester in London |
| Year/level | (e.g. Year 1/level 4) |

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| **3. Which specific course(s) and/or assessment(s) were affected by your circumstances (for example, examination, assignment, presentation)?** | | | | | |
| Course code | Full course title | Course Leader | Exam/ assignment/ presentation | Hand-in date/ examination date | Extension/ Deferral |
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| **4. What are the extenuating circumstances you wish to be taken into consideration?** | | | |
|  | Victim of crime |  | Acute illness or injury |
|  | Bereavement |  | Serious illness of dependant |
|  | Military service |  | Sport or scholastic competition at national/county level |
|  | Court attendance |  | Religious festival (for examination only) |
|  | Work commitments (apprentice student only) | | |
|  | Other exceptional circumstances (must be serious, unforeseen and unavoidable | | |
| Please provide full details including relevant dates (refer to the [EC Policy Annex A](https://www.nulondon.ac.uk/academic-handbook/policies-and-procedures/academic/extenuating-circumstances-policy/#Annex-A) for information required) | | | |

| **5. 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.** | | | |
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|  | **Category** | **Supporting evidence** | **Tick** |
| A | Acute health issue | Medical certificate or doctor’s letter |  |
| A letter from the Head of Student Support and Development or Mental Health Adviser (where student has been supported on an on-going basis) |  |
| Statement from a recognised independent professional (i.e., clinical psychologist, pharmacist) |  |
| Photograph of prescription box clearly showing student name, date, prescribing physician and medication name |  |
| B | Illness of a dependant | *Either*: Medical certificate |  |
| *Or:* Letter from appropriate independent medical adviser  *And* 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 or scholastic commitment | Official letter from sporting/scholastic body |  |
| H | Apprenticeship Work Commitments | Written confirmation from a Line Manager or Employer |  |
| I | Other exceptional and personal circumstances that do not come under the categories listed | Please list: |  |
| J | Religious Festivals | Name and date of festival |  |

| **6. You must complete this checklist before submitting this form:**  Claims without supporting evidence which are not the once yearly self-certified application will not be considered. | | |
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|  | **Yes** | **No** |
| Have you filled in all sections of the form? |  |  |
| Have you attached the appropriate evidence? |  |  |

I understand that the extenuating circumstances information may 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 University for the sole purpose of providing adequate support.

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| **Signature** |  |
| **Date of submission** |  |

# Version History

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| **Title: Extenuating Circumstances Application Form**  **Approved by: The Quality Team**  **Location: Academic Handbook/ Policies and Procedures/ Forms Library** | | | | |
| **Version Number** | **Date Approved** | **Date Published** | **Owner** | **Proposed Next Review Date** |
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| 23.5.1 | December 2023 | December 2023 | Registrar | April 2025 |
| 23.5.0 | September 2023 | September 2023 | Registrar | April 2024 |
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| 1.8 | January 2022 | January 2022 | Registrar | April 2024 |
| 1.7 | March 2021 | March 2021 | Registrar | April 2024 |
|  | | | | |
| Referenced documents | Extenuating Circumstances Policy. | | | |
| External Reference Point(s) | UK Quality Code Theme: Assessment, Enabling Student Achievement. | | | |