

# Extenuating Circumstances Form

## Part 1: Guidance notes - When to use this form

You may experience personal circumstances such as: illness; the death of close family or friends; worsening of a long-term condition; or other factors which seriously affect your performance in an assessment. We call these **extenuating circumstances**.

Extenuating Circumstances are circumstances which:

- have prevented you from performing at your usual level in an assessment or examination; **and**
- are severe and exceptional; **and**
- are unforeseen or unavoidable; **and**
- are close in time to the affected assessment or examination.

You can **use this form for two purposes**:

- To apply for an **extension to the assessment deadline** – Applications for extensions need to be made to your **School** before the scheduled submission date using this form.
- To apply for an **Examining Board remedy** – If you believe your assessment performance has been negatively affected by circumstances and no extension or other adjustments has been made, or the circumstances have changed since an adjustment was made. You **must report your circumstances** as soon as they affect your assessment performance and **by the School deadline** in your Programme Handbook.

The remedies are:

- where you have failed, another attempt at the assessment;
- where you have passed, the module is eligible to be discounted from your final classification calculation.

All applications must be made **using this form** and **supported by written evidence** this may include:

- *a doctor's letter which confirms illness for a defined period;*
- *a photocopy of a death certificate;*
- *a letter of support/explanation from a support service at the University (if you have been or are accessing the service); or a letter of support/explanation from a third party).*

If evidence is not immediately available you should submit the form and specify what the evidence is and when you will be providing it.

### Protected Characteristics

Some extenuating circumstances relate to Protected Characteristics listed in the Equality Act 2010; where this is the case other remedies are available. Therefore, if you believe your circumstances relate to a protected characteristic and you would like this to be considered, please complete section 4b of the form. Find further information about this at <http://www.cardiff.ac.uk/ecpc>.

**This form applies for the assessments you have listed for one exam period only. If your circumstances are ongoing then you will need to complete another form with evidence for each assessment period affected including the re-sit period.**

For more information on extenuating circumstances go to the website at [www.cardiff.ac.uk/ec](http://www.cardiff.ac.uk/ec).

Independent advice is available from the Students' Union Advice and Representation Centre, located on the 3rd floor of the Students' Union: telephone +44 (0) 29 2078 1410 or email [advice@cardiff.ac.uk](mailto:advice@cardiff.ac.uk).

**Part 2: Your Details**

Name	Student Number:
Programme:	Year of study:
Email address:	Telephone Number:

**Part 3: Your application**

Please tick the box(es) to indicate which type of application you wish to make:

<input type="checkbox"/>	(a) an application for an extension request
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Please specify your requested extension deadline(s)

Module / Unit Code	Module / Unit Title	Published assessment deadline(s)	Requested extension deadline(s)

<input type="checkbox"/>	(b) an application for an Examining Board remedy
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Please specify all modules/units and assessments affected by your circumstances:

Module / Unit Code	Module / Unit Title	Type of Assessment	Published submission or examination date	Confirm if you were/ will be absent

**Part 4: Your circumstances**

(a) Please provide full details of your circumstances including how the circumstances have affected your academic performance including key dates:

(please continue on a separate sheet of paper if required)

- (b) Some extenuating circumstances can be specifically linked to Protected Characteristics listed in the Equality Act 2010: age; disability; gender reassignment; religion and belief; race; marriage and civil partnership; pregnancy and maternity; sex (gender); and sexual orientation. Where this applies, further remedies may be available. If you consider your circumstances to be linked to a protected characteristic please give details and provide evidence where possible. For further information please see [www.cf.ac.uk/ecpc](http://www.cf.ac.uk/ecpc).**

(please continue on a separate sheet of paper if required)

- (c) Please list the evidence you have attached to this form to verify the extenuating circumstances/protected characteristics reported.**

Document Type	Document Dated

- (d) Please state the dates which have been affected by these circumstances. These should be confirmed by supporting evidence.**

**From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Part 5: Declaration**

*I accept that I must submit all information and evidence before the assessment or the Extenuating Circumstances Group deadline. I understand that I must provide evidence of my circumstances and I accept that my request may not be considered if I have not included appropriate evidence. I declare that the information I have given is factually correct and complete and I agree that it may be disclosed to appropriate University staff including my Personal Tutor(s) and authorised members of the Examining Board / Extenuating Circumstances Group to enable formal consideration of the impact of the circumstances on my academic performance.*

**Signature :** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Part 6: Methods of Submission**

- In person** if you hand the completed form into the School Office in person you should complete **Part 7** below and request the School Office stamp the relevant section to confirm receipt of your form (*you should retain a copy for your records*).
- If posting** the form should be sent by recorded post and you should keep a copy of the form, evidence and receipt of postage for your records.
- Via email** forms will only be accepted from a Cardiff University student email account or your personal email account which is registered on your SIMS Record (if sent from a registered email the form does not need to be signed). Forms submitted from other email accounts must show a signed form which has been scanned.

**Office Use only**

<b>Date Received</b>		<b>Supporting evidence</b>	Y/N
If no, student to be requested to provide the expected date of when written evidence will be available.			
<b>Evidence Submitted</b>	Y/N	<b>Date Received</b>	

<b>Module Unit/Title code</b>	<b>Assessment Type</b>	<b>Submission Date or Date of Assessment</b>	<b>Decision by Chair of Examining Board (including new submission date)</b>

- extension granted as indicated above
- to be considered by Extenuating Circumstances Sub-Group

		<b>Application copied to:</b>	<b>Decision copied to:</b>	
.....	.....	Year Tutor <input type="checkbox"/>	Module Leader <input type="checkbox"/>	
<b>Signature of Chair of Examining Board (or nominee)</b>	<b>Date</b>	Ext Circ file <input type="checkbox"/>	Personal Tutor <input type="checkbox"/>	
			Student <input type="checkbox"/>	
			Ext Circ file <input type="checkbox"/>	

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**Please complete your name and student number before submitting this form.**

Receipt for submission of Extenuating Circumstances Form:	
Student Name:	School Stamp
Student Number: _____	
Date Submitted: _____	
Received by Name	
Signature	