**Extenuating Circumstances Application Form**

**CONFIDENTIAL**

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| *For use by Undergraduate and Postgraduate Taught Students to report medical and personal circumstances resulting in absence from, or affecting performance in, examinations and other assessments for consideration by the Sub-board of Examiners.* |
| **Deadline: UG – All Assessments:** 12 midday on Tuesday 4 June 2019 **PGT****May Examinations:** 12 midday on Tuesday 4 June 2019 **Non-Examination Assessments (Essays, Dissertations, Projects and Group Work):**  You will receive an email from your department/school with the relevant deadline. **SUMMER VACATION ASSESSMENT PERIOD**For assessments taken in the Summer Vacation Assessment period, please consult *the Summer Vacation Assessment Period Instructions to Candidates*, which are available on the[Exams & Assessments Webpage](https://www.royalholloway.ac.uk/students/study/exams/exams-assessments-and-results.aspx).Before completing this form, you should ensure that you have read and understood the [***Extenuating Circumstances - Guidance for Students***](https://www.royalholloway.ac.uk/students/study/exams/sitting-or-submitting/home.aspx) ***-*** Completing and signing this form will be taken as evidence that you have read and understood the content of this guidance*.* There are brief explanatory notes at the end of this document. |

**1. PERSONAL AND STUDY DETAILS:**

|  |  |
| --- | --- |
| **STUDENT RECORD NUMBER:**  | **100** |
| **CANDIDATE NUMBER:** | *191* |
| **FAMILY NAME:**  | *Click here and type* |
| **FORENAME(S):**  | *Click here and type* |
| **DEGREE PROGRAMME:**  | *Click here and type* |
| **YEAR OF STUDY IN CURRENT ACADEMIC YEAR (e.g Ist/2nd/ 3rd ):** | *Click here and type* |

**2. DETAILS OF EXTENUATING CIRCUMSTANCES CLAIM**

**Please click in the relevant box or boxes below to indicate the type of request**

|  |  |
| --- | --- |
| [ ]  | Extenuating circumstances relating to absence from one or more examinations and/ or failure to complete one or more coursework assessments (e.g. essay, assessed seminar, group presentation) |
| [ ]  | Extenuating circumstances to be taken into account for coursework or examination which has been attempted. |

**Please fill in all columns below.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COURSE CODE** | **COURSE TITLE** | **ASSESSMENT AFFECTED****(please click in the relevant box)** | **Date of exam or coursework assessment** | **Date/ duration of illness/ event** |
|  |  | **Exam** | **Coursework** |  |  |
| *type here* | *type here* | [ ]  | [ ]  | *type here* | *type here* |
| *type here* | *type here* | [ ]  | [ ]  | *type here* | *type here* |
| *type here* | *type here* | [ ]  | [ ]  | *type here* | *type here* |
| *type here* | *type here* | [ ]  | [ ]  | *type here* | *type here* |
| *type here* | *type here* | [ ]  | [ ]  | *type here* | *type here* |
| *type here* | *type here* | [ ]  | [ ]  | *type here* | *type here* |
| *type here* | *type here* | [ ]  | [ ]  | *type here* | *type here* |
| *type here* | *type here* | [ ]  | [ ]  | *type here* | *type here* |

**3. DETAILS OF CLAIM**

**Please click in the relevant box below to indicate the type of circumstances and see Appendix B of *Extenuating Circumstances - Guidance for Students* for detailed guidance on supporting evidence that needs to be submitted.**

|  |  |  |
| --- | --- | --- |
| **A** | Serious illness/ hospitalisation  | [ ]  |
| **B** | Unexpected / current personal/ emotional circumstances | [ ]  |
| **C** | Sudden, serious illness/ hospitalisation of dependant or close family member | [ ]  |
| **D** | Bereavement (death of close friend or relative) | [ ]  |
| **E** | Major transport problem/ delay | [ ]  |
| **F** | Involvement in accident/ victim of crime or any other incident involving the police, ambulance or fire services | [ ]  |
| **G** | Representing the College at a national event or your country at an international event or being selected to take part in a significant or prestigious event representing College, country. | [ ]  |
| **H** | Jury Service (UK residents only) | [ ]  |
| **I** | Court attendance | [ ]  |
| **J** | Other: please list below (see Appendix B of [***Extenuating Circumstances - Guidance for Students***](https://www.royalholloway.ac.uk/students/study/exams/sitting-or-submitting/home.aspx))*Type details here* | [ ]  |

In line with the guidance on what constitutes an extenuating circumstance (see ***Brief explanatory notes*** at the end of this form please explain **fully, yet concisely**, in the box below your extenuating circumstances and how these were:

1. Outside your control (unforeseeable and unpreventable circumstances)
2. Had a detrimental impact on your ability to take/ complete the assessment

And therefore cast doubt on the outcome of the assessment being an accurate measure of your achievement.

Please ensure that you have included **all and only information that is relevant**.

*(i) Click here and type*

*(ii) Click here and type*

**4. SUMMARY OF DOCUMENTATION**

To ensure that your submission is complete, please list in this box:

1. all supporting documentation submitted with this form; and
2. Any additional documentation that you have not yet obtained but intend to submit **by the published deadline for the submission of extenuating circumstances. Ideally you should not submit this form until you have the required supporting documentation.**

Documentation submitted after the submission deadline will only be accepted in **very exceptional circumstances.**

It is **your responsibility** to inform each department in which you are studying. Therefore, if you are a joint or combined honours student or are a Single Honours student taking one or more electives in another department you should submit original documentation with this form to your home department and copies of the form and documentation to other departments where courses in those departments have been affected. If you are studying a course at another College of the University of Londonyoushould submit your original documentation and the original copy of this form to your home department at the College. They will pass this on to other departments in which you are studying.

*Click here and type details of supporting documentation*

*Click here and type details of any additional documentation you intend to submit*

**5. DECLARATION**

|  |
| --- |
| I confirm that:* I have read the accompanying notes and the ***Extenuating Circumstances - Guidance for Students***.
* The information I have given in this form and any additional supporting documentation which has been submitted is true and accurate to the best of my knowledge.
* I understand that if I seek to gain advantage or benefit by providing false or misleading information the matter will be referred to the Student Discipline Committee and may result in the termination of my registration with the College.
 |
| Signature | *Sign here* |
| Date | *Today's date* |

**PLEASE SUBMIT TO THE DEPARTMENT MANAGER IN YOUR DEPARTMENT/ SCHOOL**

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**For departmental / school use:**

|  |  |
| --- | --- |
| **Date received** |  |
| **Received by** |  |
| **Evidence attached** | **Yes** |  | **No** |  |
| **Other department(s) contacted as relevant where student is joint, combined or taking an elective course to check whether ECs have been received there** | **Yes** |  | **No** |  |
| **Other colleges of the University of London contacted where submission may relate to intercollegiate courses.** | **Yes** |  | **No** |  |

**Circle appropriate decision code on acceptance of submission:**

|  |  |
| --- | --- |
| **1** | **Accepted** |
| **2** | **Not accepted – extenuating circumstances not acceptable** |
| **3** | **Not accepted – evidence does not cover the assessment period** |
| **4** | **Not accepted – evidence is not from appropriate source** |
| **5** | **Not accepted – evidence is not sufficient to support claim**  |
| **6** | **Not accepted – explanation of circumstances does not support claim**  |
| **7** | **Not accepted – evidence submitted after submission deadline** |
| **8** | **Not accepted – exam access arrangements in place for disability** |
| **9** | **Not accepted – evidence is falsified** |
| **10** | **Not accepted – other (please provide details)** |

**EXTENUATING CIRCUMSTANCES FORM – BRIEF EXPLANATORY NOTES**

For more detailed information please read the [***Extenuating Circumstances - Guidance for Students***](https://www.royalholloway.ac.uk/students/study/exams/sitting-or-submitting/home.aspx)

***What are extenuating circumstances?***

*Extenuating circumstances are circumstances which are*

1. ***outside a student’s control*** *(i.e. the student could not have prevented them and could not foresee them);*
2. *which may have* ***a marked/ significant/ detrimental /adverse/ impact*** *on their ability to undertake or complete assessment by coursework or examination to the standard normally expected.*

***What should you use this form for***:

* **Serious Medical circumstances** (sickness, injury, surgery/hospitalisation etc.): this may be a short term or a longer term illness which may have affected performance in one or more examinations/assessments. It is important in the case of medical conditions that have persisted over a period of time that the medical practitioner clearly explains the condition and its effect on you over the relevant period;
* **Other unexpected/current personal/emotional circumstances** which may have affected performance or examinations/assessments, Examples include: difficult events (e.g. bereavement), serious incidents (e.g. being affected by crime).

***What you should NOT use this form for?***

* You are encouraged to manage minor illnesses yourself, e.g. coughs, colds, sore throats etc. as well as exam-related anxiety, stress, insomnia, which most students experience at times of assessment. These are not normally deemed to have a significant impact on a student’s work so would not be considered a valid extenuating circumstance.
* If you already have exam access arrangements (e.g. extra time, stickers on essays/ examination scripts) in place, reasonable adjustments have been made for your disability or Specific Learning Difficulty (SpLD) in line with the College’s obligations under the Equality Act (2010), and you should not normally submit these as extenuating circumstances. See relevant sections in the [***Extenuating Circumstances - Guidance for Students***](https://www.royalholloway.ac.uk/students/study/exams/sitting-or-submitting/home.aspx)***.***
* If you have already been granted an extension for the submission of an essay or other coursework because of extenuating circumstances, the Sub-board will not normally make further allowances.

***Filling in this form***

If you require any assistance in completing this form, please consult your Personal Advisor, or the Students’ Union ([www.royalholloway.ac.uk/studentlife/studentsunion/home.aspx](http://www.royalholloway.ac.uk/studentlife/studentsunion/home.aspx))*.*

Please complete the form either by typing in responses or write in block capitals if completing by hand. It is your responsibility to ensure that your writing is legible if you choose to complete the document by hand.

***Incomplete forms***

Forms which are not fully completed and do not have the required documentary evidence attached will not be considered. For full details on requirements please read Appendix B of the [***Extenuating Circumstances - Guidance for Students***](https://www.royalholloway.ac.uk/students/study/exams/sitting-or-submitting/home.aspx)***.***