

Application for consideration of extenuating circumstances by Sub-board of Examiners

For use by Undergraduate and Postgraduate Taught Students to report medical and other personal circumstances resulting in absence from or affecting performance in examinations and other assessments.



Deadline: UG – please see Section 9 of *Instructions to Candidates* (www.royalholloway.ac.uk/ecampus/academicssupport/examinations/examinations/home.aspx)
 PGT – you will receive an email from your department/ school with the relevant deadline

- Before completing this form, you should ensure that you have read and understood the **Extenuating Circumstances - Guidance for Students** (www.royalholloway.ac.uk/ecampus/documents/pdf/exams/extenuatingcircumstances-guidanceforstudents.pdf). Completing and signing this form will be taken as evidence that you have read and understood the content of this guidance.
- 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).
- 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**.
- Please complete the form electronically 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.

1. PERSONAL AND STUDY DETAILS:

STUDENT RECORD NUMBER:	100
CANDIDATE NUMBER:	Click here and type
FAMILY NAME:	Click here and type
FORENAMES:	Click here and type
DEGREE PROGRAMME:	Click here and type
YEAR OF STUDY IN CURRENT ACADEMIC YEAR (e.g 1st/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

<input type="checkbox"/>	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)
<input type="checkbox"/>	Extenuating circumstances to be taken into account for coursework or examination which has been attempted.

Please note that 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.

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		
<i>type here</i>	<i>type here</i>	<input type="checkbox"/>	<input type="checkbox"/>	<i>type here</i>	<i>type here</i>
<i>type here</i>	<i>type here</i>	<input type="checkbox"/>	<input type="checkbox"/>	<i>type here</i>	<i>type here</i>
<i>type here</i>	<i>type here</i>	<input type="checkbox"/>	<input type="checkbox"/>	<i>type here</i>	<i>type here</i>
<i>type here</i>	<i>type here</i>	<input type="checkbox"/>	<input type="checkbox"/>	<i>type here</i>	<i>type here</i>

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	<input type="checkbox"/>
B	Acute personal/ emotional circumstances	<input type="checkbox"/>
C	Sudden, serious illness/ hospitalisation of dependent or close family member	<input type="checkbox"/>
D	Bereavement (death of close friend or relative)	<input type="checkbox"/>
E	<u>Major</u> transport problem/ delay	<input type="checkbox"/>
F	Involvement in accident/ victim of crime or any other incident involving the police, ambulance or fire services	<input type="checkbox"/>
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.	<input type="checkbox"/>
H	Jury Service (UK residents only)	<input type="checkbox"/>
I	Court attendance	<input type="checkbox"/>
J	Other: please list below (see Appendix B of Extenuating Circumstances - Guidance for Students) <i>Type details here</i>	<input type="checkbox"/>

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:

- (i) Outside your control
- (ii) 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:

- (i) all supporting documentation submitted with this form – in the case of medical extenuating circumstance the evidence must indicate that you saw a medical practitioner at the time of your illness and not some time thereafter; and
- (ii) any additional documentation that you have not yet obtained but intend to submit **by the published deadline for the submission of extenuating circumstances.**

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

It is **your responsibility** to inform each department(s)/school(s) 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 only one course is affected, you should submit originals to the department in which that course is taken. If you are studying a course at another College of the University of London you should submit your original documentation and the original copy of this form to your lead/ main department. 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. EXAM AND OTHER ASSESSMENT ACCESS ARRANGEMENTS

Are you currently registered with Disability and Dyslexia Services (formerly the ESO) at the College?

Yes No

Have exam access arrangements or other types of reasonable adjustments been put in place (e.g. extra time during examinations, stickers for assessed work, room on own) to compensate for the disadvantage brought on by your disability, SPLD or circumstances?

Yes No

if you have answered Yes to the previous question, please explain briefly below why you think these were not adequate or sufficient to reduce the academic disadvantage of your disability, SpLD or circumstances?

Click here and type

Did you inform the Disability and Dyslexia Services Office as soon as this became apparent to you?

Yes No

If you have answered No, please explain why you did not do so.

Click here and type

6. 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 SENIOR FACULTY ADMINISTRATOR IN YOUR DEPARTMENT/ SCHOOL

For departmental / school use:

Date received				
Received by				
Evidence attached	Yes		No	
Other department(s) informed as relevant where student is joint, combined or taking an elective course	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 UG and PG Students** (www.royalholloway.ac.uk/ecampus/documents/pdf/exams/extenuatingcircumstances-guidanceforstudents.pdf)

What are extenuating circumstances?

Extenuating circumstances are circumstances which are

- (i) **outside a student's control** (i.e. the student could not have prevented them and could not foresee them);
- (ii) 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 personal circumstances** which may have affected performance or examinations/assessments, Examples include: personal/family problems, 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), and you should not normally submit these as extenuating circumstances. See Section 5 above.