

## Extenuating Circumstances Request Form

**Please ensure you familiarise yourself the PI Extenuating Circumstances Regulations and associated guidance before completing this form.**

Keep a copy of this form for your records. All correspondence relating to this request will be sent to your registered student email address so please make sure that you check it regularly.

You should aim to submit your Extenuating Circumstances Request (ECR) as soon as your circumstances are affecting your ability to study. Please ensure the form is complete before you submit as an incomplete request will not be considered.

Requests adjustments as a result of Extenuating Circumstances adjustments should normally relate to circumstances that have occurred close to or on the day of your assessment, and usually no longer than 3 weeks before. If you have ongoing long-term circumstances, such as a chronic health or mental health condition, you may benefit from speaking to the HE Disability Officer about applying for Reasonable Adjustments.

Please ensure your request indicates the consideration or adjustment you are seeking (e.g. an extension to a Deadline submission date or a Delayed Assessment opportunity).

Your ECR, where reasonably possible, should be supported by appropriate documentary evidence. It is expected that you will provide all relevant evidence at the time of the ECR or within 14 calendar days of its submission (where there is good reason that evidence cannot be provided within this time frame, the Chair of the Extenuating Circumstances Panel may grant further time). The type of evidence which are likely to be supportive for various types of ECs are outlined in Appendix 1 of the PI Extenuating Circumstances Regulations.

Requests for special consideration by the Board of Examiners regarding decisions relating to progression and/or final classification are considered by the Pre-Board Extenuating Circumstances Panel (Pre-Board ECP). You may submit ECRs of this nature no later than 14 calendar days prior to the meeting of the Pre-Board ECP. The dates of the Pre-Board ECPs are published here: [HE Results and Recent Graduate Documents](#) along with the deadline for submitted ECRs for the Pre-Board ECPs.

The HE Support Team can provide advice and guidance on ECs and help you to fill out your claim. You can contact them by: [HESupport@southessex.ac.uk](mailto:HESupport@southessex.ac.uk)

Please submit your completed form and evidence to: [HEextcircs@southessex.ac.uk](mailto:HEextcircs@southessex.ac.uk)

Student Details			
Student ID Number:		Student Forename:	
Programme:		Student Surname:	
Programme Leader:		Year of Study:	
Student Email Address:		Additional Contact Details:	
Extenuating Circumstances Request			
<b>Please detail all modules and associated assessments that have been affected by your circumstances (please insert more rows if required)</b>			
1) Module Title:			
Assessment:		Assessment Deadline:	
Assessment:		Assessment Deadline:	
2) Module Title:			
Assessment:		Assessment Deadline:	
Assessment:		Assessment Deadline:	
Nature of your circumstances (please highlight)			
Bereavement	A serious short-term illness or accident	Unforeseen illness of dependents or close family members	A long-term physical or mental health condition worsening or mental health crisis
Covid or other respiratory illness	Long-term health condition where reasonable adjustments are not yet in place	Victim of a serious crime	Legal proceedings requiring court attendance
Representative participation in a national or international cultural or sports event	Exceptional and unforeseeable transport difficulties	Significant adverse recent personal/family circumstances	Technical circumstances – failure to attribute to the institution's systems at the point of submission of coursework or during an event assessment such as an examination course test
Technical Circumstances – Outage from your internet service provider	Employment	Other (please indicate the nature of the EC e.g. Intercalating)	

<b>Date(s) affected by your circumstances</b>			
From:	Click or tap to enter a date.	To:	Click or tap to enter a date.
<b>Type of Extenuating Circumstances Request (please highlight):</b>			
<b>Extension to submission deadline</b> (including reassessment) for those items classified as 'Deadline' (i.e. Coursework, Written Assignment, Dissertation, Project)			
<b>Delayed assessment</b> (including reassessment) for items classified as 'deadline' (i.e. Coursework, Written assignment, Dissertation Project)			
<b>A Deferred Event</b> (including Reassessment) opportunity for those items of assessment classified as 'Event' (i.e. Examination, Course Test, Objective Structured Clinical Examinations, Structured Pharmacy Examination, Practical, Presentation)			
<b>Request for special consideration by the Board of Examiners</b> regarding decisions relating to progression and/or final classification*			
<p><i>*to be considered by the Pre-Board Extenuating Circumstances Panel</i></p>			
<b>A repeat of a period of study or an interruption to studies.*</b>			
<p><i>*please note, interruption to study requests are also subject to an approved concession</i></p>			
<b>Proposed new assessment deadline(s)</b>			
<p><i>For ECRs requesting an extension to submission deadline or a deferred event assessment. Please note, requests for extensions more than one month in the future, or where the extension request is deemed excessive, will be considered by the Extenuating Circumstances Panel which may mean it will take longer to receive an outcome to your request.</i></p>			
1) Module Title:			
Assessment:		Assessment Deadline:	
		Proposed New Assessment Deadline:	
Assessment:		Assessment Deadline:	
		Proposed New Assessment Deadline:	
2) Module Title:			
Assessment:		Assessment Deadline:	
		Proposed New Assessment Deadline:	
Assessment:		Assessment Deadline:	
		Proposed New Assessment Deadline:	
<b>Please provide details of your circumstances</b>			

*Exceptional Circumstances are circumstances beyond your control which have impacted on your ability to engage with your course causing you to perform worse in your assessments, to miss an assessment event or to not submit an assessment by the deadline. Circumstances that would have been reasonably foreseen, avoided or planned for, or would not be likely to have a significant impact on your ability to engage with your course and assessments are not usually covered under the EC regulations.*

**Please give details of how your circumstances have impacted your ability to study effectively or complete assessments:**

**Please detail the supporting evidence attached to this request:**

*Please ensure your evidence is: relevant to the circumstances reported; corroborates the time frame your circumstances have been impacting you; explains the nature and duration of the circumstances and the negative impact on your ability to complete your work; are provided by an appropriate third-party person/professional that can verify your circumstances; are submitted in English (if the evidence is originally in another language you will need to source a translation).*

*In the rare occasions where it is not possible to provide appropriate evidence, or no evidence can be provided at all, then your EC request should explain the reasons for this. Your explanation will be considered when reaching a decision about your request.*

#### **Reasonable Adjustment**

If you have a Physical or Mental Health condition, or Learning Difference, you could be entitled to Reasonable Adjustments or Assessment Adjustments.

You can find more information about reasonable adjustments [here](#) under Key HE Information

<b>Checklist and Student Signature</b>			
Please check the following questions before you sign and date the form:			
Have you completed all sections of the form?	<input type="checkbox"/>	Have you indicated which assessments have been affected by your circumstances?	<input type="checkbox"/>
Have you provided the dates affected by your circumstances?	<input type="checkbox"/>	Have you attached appropriate supporting evidence?*  <i>*If no, please indicate when evidence is likely to be received. Please note, you have 14 calendar days upon submission of this request to provide relevant evidence.</i>	<input type="checkbox"/>
<b>Signature:</b>			
<b>Date:</b>	Click or tap to enter a date.		