

Please ensure you have read and understood the Extenuating Circumstances (EC) Policy before completing this form.

Keep a copy of your completed form for your records. All correspondence regarding your claim will be sent to your registered SEC email address, so please check it regularly.

You should submit your Extenuating Circumstances Request (ECR) as soon as your circumstances begin to affect your ability to study. Incomplete forms will not be considered, so please ensure all sections are fully completed before submission.

EC requests should typically relate to circumstances that occur on or close to your assessment deadline or exam date — usually no earlier than two weeks prior. If you are affected by ongoing, long-term circumstances (e.g. a chronic illness or mental health condition), you are encouraged to speak to the HE Support Team about applying for DSA (Disabled Students' Allowance) and adjusted assessments. If your situation involves other long-term personal or family changes, you may wish to consider requesting a break in study.

Your ECR must be supported by appropriate documented evidence and submitted as soon as your circumstances become known. It is expected that you will provide all relevant evidence at the time of submission or within 14 calendar days. If there is a valid reason why evidence cannot be provided within this timeframe, the Chair of the Extenuating Circumstances Panel may allow an extension. Examples of suitable evidence for different types of ECs can be found in section 11 of the Extenuating Circumstances Policy and Guidelines, The Open University, 2025 - 26

Claims should ideally be submitted within two weeks of your circumstances starting, and no later than two weeks before the Exam Board meeting.

Wherever possible, you must submit your work by the published deadline. If you are unable to do so due to approved extenuating circumstances, you must submit it as soon as possible thereafter — and at a point when you are confident in the quality of your work. Work with an approved EC must be submitted within 6 working days after the original deadline for delayed submissions, or within the retrieval period for deferred submissions.

The HE Support Team can offer advice and guidance on the EC process and can help you complete your form. Contact them at: HESupport@southessex.ac.uk.

Important: All sections of the form must be completed. Incomplete forms will be rejected.

Please send your completed form and supporting evidence to: heextcircs@southessex.ac.uk.

Part A – Student Details:

1	Student ID number:	Course:
	Name:	Year of Study:
	SEC Email Address:	Course Leader:
	Contact Telephone:	Module Tutor:

Part B – Claim Details:

2	Please detail all modules and assignments that have been affected by your circumstances:		
	Module Number and Title (1):		
	Task:	Task Deadline:	
	Module Number and Title (2):		
	Task:	Task Deadline:	
3	Nature of your circumstances (please highlight in bold):		
	Bereavement	A serious short-term illness, accident or new mental health crisis	Unforeseen recent illness of dependents or close family members
	A long-term physical or mental health condition worsening or a 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 – If you are on an employment based qualification only	Other (please indicate nature of EC)

4	Date(s) of the Circumstances:	From: dd/mm/yyyy	To: dd/mm/yyyy
5	Type of Request (please highlight one): A Delayed Submission: To delay the submission. This is set at 6 working days, therefore excludes weekends and bank holidays. A Deferred Submission: To suspend the submission until the Retrieval Period at the end of the academic year or as otherwise directed by the ITE Team.		
6.	Please give details of your circumstances: <i>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.</i>		
7.	Please give details of how your circumstances have impacted your ability to study effectively or complete assessments:		

8.	Please detail the supporting evidence attached to this request: <i>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).</i> <i>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.</i>
Part C - Disabilities and Long Term Medical Conditions:	

9.	Do you have a disability or long term medical condition?	Yes/ No
	If you have a disability or long term medical condition HE Disability Office can provide advice, guidance and support. If you would like to disclose a disability to the University and access these support services email HESupport@southessex.ac.uk .	
10.	If you have a disability, are you happy for the Extenuating Circumstances Panel to contact the Disability Officer for information about your condition?	Yes/ No
	The Disability Officer will not normally pass information about your condition to a third party, including the EC Panel, without your consent. However it will help us to process your EC claim more effectively if we can contact the Disability Officer to find out more about your condition and any special arrangements that have been put in place for you. If you <i>are</i> happy for the EC Panel to speak to the Disability Officer, please let us know. This information will remain confidential to the EC Panel and will not be made available to your tutors or other course staff.	

Part D – Checklist and Student Signature

11.	Please check the following questions before you sign and date the form:	
	- Have you completed all sections of the form? - Have you clearly indicated <u>which modules and assignments have been affected</u> by the EC? (You might need to check your course handbook to find the exact unit title). - Have you given clear details of the dates that have been affected by the EC? - 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 or your application will be rejected.</i>	Yes/ No Yes/ No Yes/ No Yes/ No
12.	Student Signature:	Date: