

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

You can also visit the UCSE Policy and Procedures page for more information: Go to <https://www.southessex.ac.uk/he/he-policies-and-procedures>.

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

Help and Support

HE Student Services also offer a range of support and guidance for students with ECs such as disability advice and support, counselling, information on local medical services, and help with mental health problems:

E: hesupport@southessex.ac.uk

T: 01702 220475/220696

The Disability Service can provide advice, guidance and support if you have a disability or long term medical condition:

E: hesupport@southessex.ac.uk

T: 01702 220475/220696

What are Extenuating Circumstances?

Sometimes, **unexpected things** happen in life that are beyond your control. This can make it harder for you to:

- do well on your course
- finish your coursework
- submit your coursework on time

If something unforeseeable happens to you, you can let us know and we'll consider that when we mark your work. We call these situations **extenuating circumstances**.

You can also request to take a break from your studies. We call this **taking time out**.

These are the types of extenuating circumstances we will consider:

- a serious medical problem
- the death of somebody you love
- trauma
- caring responsibilities
- court attendance
- any serious disruption caused by an incident
- IT/system failure that makes studying online or uploading your coursework difficult

What aren't Extenuating Circumstances?

We will not consider the following as extenuating circumstances:

- studying online
- unforeseeable IT/system failures that are very close to the deadline for uploading/submitting your work (you should always aim to submit your work well before the deadline, to avoid this situation)
- any circumstance that was not unforeseen and unavoidable

How it works

You need to apply before the original assessment deadline and:

- explain what has happened
- provide evidence of what has happened (such as medical certificates)
- talk to our HE Support Team to help us understand the challenges you're facing and work out the best option for you

Read our [Extenuating Circumstances Evidence Guidance](#) for a complete list of the types of evidence you can use.

If you can't provide evidence, you can self-certify for up to 60 credits per academic level or stage. For example, Year 2 of a BA course is 1 level. If you have to retake a level/stage, you can only self-certify if you haven't already used all 60 credits for that level/stage.

If we grant you extenuating circumstances, you can submit your work up to 7 calendar days after the original deadline. If you're unable to submit your work at this point, it will be classified as a non-submission by the Exam Board and you'll be given a deadline to resubmit the work without penalty. You'll only be given a maximum of 3 deadline opportunities to submit the assessment and pass by an Exam Board.

Please note that where a student receives a pass mark after submitting an EC claim, no further opportunities will be given to improve the grade.

You can find detail on the regulations in the [HE Policies, Procedures and Downloads page under UAL](#). Additionally, at the end of this application form you will find UAL's Extenuating Circumstances Evidence Guidance.

Please ensure the form is complete before you submit as an incomplete request will not be considered. Your completed form and evidence should be sent as attachments. We are unable to open Share Files as this is a team inbox. All applications must come from your UCSE email address and be submitted 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:	Unit Tutor:

Part B – Claim Details:

2	Please detail all Units and Assessments that have been affected by your circumstances:		
	Unit Number and Title (1):		
	Assessment(s):	Assessment Deadline(s):	
	Unit Number and Title (2):		
	Assessment(s):	Assessment Deadline(s):	
	Unit Number and Title (3):		
	Assessment(s):	Assessment Deadline(s):	
3	Nature of your circumstances (<i>please highlight</i>):		
	Physical / Mental Health	Serious illness/injury to close family member	Worsening of ongoing condition
	New medical diagnosis relating to a disability during studies	Theft of essential equipment/work required for assessment including laptop or phone	Death of immediate family member (parent, child, step child, spouse, grand parent, sibling, partner, civil partner)
	Victim of serious crime	Pregnancy	Major fire/disaster in residence
	Direct experience of war, terrorism, or natural disaster	Family breakdown, significant personal or family crisis directly affecting the student	Sexual assault/harassment/ stalking/ domestic abuse/ sudden safeguarding situations
	Financial hardship (unexpected)	Accommodation/ Housing crisis	University-wide IT failure
	Sudden caring responsibilities	Failure of essential assistive technology	Jury duty / public duty obligation/ court attendance & legal matters

4	Date(s) of the Circumstances:	From: dd/mm/yyyy	To: dd/mm/yyyy
5	Type of Request (<i>please highlight one</i>):		
Extension to submission deadline: Students should be advised to hand in work at a time where they are satisfied with their submission up to a maximum of seven days beyond that original deadline			
A deferred assessment This delay will take place during the Reassessment periods of Mid-Year, March - April or Summer, July - August please see our website for planned dates.			
A repeat of a period of study or an interruption to studies.* <i>*please note, interruption to study requests are also subject to an approved concession</i>			
6.	<p>Please give details of your circumstances: <i>Extenuating 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.</i></p> <p><i>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></p>		

7.	<p>Please give details of how your circumstances have impacted your ability to study effectively or complete assessments:</p>

8.	<p>Please detail the supporting evidence attached to this request:</p> <p>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).</p> <p><i>In the rare occasions where it is not possible to provide appropriate evidence, or no evidence can be provided at all, you can self-certify for up to 60 credits per academic level or stage. Please see the end of this form for a complete list of the types of evidence accepted.</i></p>
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Part C - Disabilities and Long Term Medical Conditions:

9.	<p>Do you have a disability or long term medical condition?</p>	<p>Yes/ No</p>
	<p>If you have a disability or long term medical condition, staff at our college disability services can provide advice, guidance and support. If you would like to disclose a disability to the University and access these support services, please visit the Central Disability Service website https://www.southessex.ac.uk/he/he-additional-learning-support</p>	

10	If you have a disability, are you happy for the Extenuating Circumstances Panel to contact the Disability Service for information about your condition?	Yes/ No
	<p>The Disability Service 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 Service 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 Service, 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.</p>	

Part D – Checklist and Student Signature

11.	Please check the following questions before you sign and date the form:	
	<ul style="list-style-type: none"> • Have you completed all sections of the form? • Have you clearly indicated <u>which Units and Assessments 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? 	<p>Yes/ No</p> <p>Yes/ No</p> <p>Yes/ No</p> <p>Yes/ No</p>
12.	Student Signature:	Date:

Please see below for information regarding Extenuating Circumstances (EC) Supporting Evidence Guidance

Extenuating Circumstances (EC) Supporting Evidence Guidance

- The grounds which would normally be acceptable are listed in the table below, together with information on the types of evidence needed to support a successful EC claim. Please contact your [HE Support](#) for advice if you have a matter that has impacted your ability to submit or complete work that falls outside of the guidance below.
- The table also includes guidance on the grounds which would **not** normally be accepted, please note that photos will not normally be accepted unless specified in the table below.
- Duplicate EC's will **not** be prioritised, please only submit once check for a confirmation email
- EC's can take up to ten working days to process and longer during peak season, please speak with your course support team for advice if this will impact your studies or ability to progress.
- Please note that if you currently are supported by a Needs Assessment or DSA, you may wish to speak with disability services before applying for an EC. If you are unsure if you have an Needs Assessment, please contact [HE Support](#)
- Please note that if you require wellbeing or welfare support, you can contact the service by emailing [HE Support](#)
- For **urgent assistance and advice**, please contact your course support team and or academic tutor. If you feel that your issues require you to take some time away from your studies, you may wish to consider a "time out", more information and for details of the Time Out Policy please visit here- [Student guide to taking time out](#)

If you are at risk or there is a threat to your safety, please contact the emergency services as soon as possible

1. Health-Related Grounds

Reason for claim	Acceptable Grounds	Evidence Required	Unacceptable Grounds
Physical / Mental Health	Serious illness, injury, or mental health condition preventing assessment participation	Medical letter from GP or Hospital or UCSE Wellbeing or other Health Advice Services	Minor ailments (e.g., colds, headaches), illness after the deadline, elective medical treatments

Reason for claim	Acceptable Grounds	Evidence Required	Unacceptable Grounds
Serious illness/injury to close family member	Impact on study due to condition of child, partner, or close relative	Written evidence from patient's registered medical practitioner with evidence of relationship to student OR Written evidence of impact on claimant from a registered medical practitioner	Minor ailments (e.g., colds, hay fever, headaches, illness after the submission deadline, elective treatments For ongoing conditions (including disabilities, learning difficulties or mental health conditions), please contact the HE Disability Officer for advice HE Support
Worsening of ongoing condition	Serious worsening or acute episode of known ongoing condition (e.g., disability, mental health)	Updated/ contemporary written medical/counselling letter detailing worsening which demonstrates a serious worsening or acute episode of an ongoing condition	Pre-existing conditions already supported by Disability Support Allowance (DSA) or a Needs Assessment. Please contact the HE Disability Officer for advice HE Support)
New medical diagnosis relating to a disability during studies	Diagnosis during studies or assessment carried out by disability services., acute episodes which suddenly occur	Written medical letter from registered medical practitioner or letter from University Disability Services	Pre existing conditions which are reasonably managed. Any circumstance for which appropriate adjustments have already been made by the University and whether there is no evidence of worsening of the condition which requires further consideration.
Pregnancy	Morning sickness or complications	Written medical letter from a registered medical practitioner/ ante natal clinic services support letter	Pregnancy in the absence of complications

2. Bereavement

Reason for claim	Evidence Required	Unacceptable Grounds
Death of immediate family member (parent, child, step child, spouse, grand parent, sibling, partner, civil partner)	<p>Death certificate</p> <p>OR letter from official (e.g., undertaker)</p> <p>OR short impact statement</p> <p>OR letter from GP or HE Wellbeing</p> <p>OR Formal death notice, obituary, funeral order of service or prayer card.</p>	Bereavement that has taken place following the date of submission or deadline

3. Trauma or Crisis

Reason for claim	Evidence Required	Unacceptable Grounds
Victim of serious crime	Written evidence in the form of a Police report or written evidence of impact on claimant from registered medical practitioner or University Counselling/Health Advice Services	Minor offences (for example- minor traffic violations, speeding, driving without due care and attention, minor criminal damage, shop lifting.) or incidents which have not been reported to police or relevant authority.
Theft of essential equipment/work required for assessment including laptop or phone	<p>Written evidence from police</p> <p>OR Letter from relevant UCSE service evidencing impact or reporting of incident</p>	<p>Failure to back up or save work IT issues with own equipment</p> <p>Failure to properly and safely store work</p>

Reason for claim	Evidence Required	Unacceptable Grounds
Major fire/disaster in residence	<p>Official report (Police/Fire Service)</p> <p>OR Wellbeing letter</p> <p>OR Impact statement.</p> <p>OR Letter from Housing officer/ local authority if relevant.</p>	<p>Events that have taken place after the submission deadline</p> <p>Where an incident occurred in a property where you are not reasonably expected to reside or where impact can be considered as unreasonable or unlikely</p>
Direct experience of war, terrorism, or natural disaster	<p>Written evidence or official confirmation of incident</p> <p>OR Impact statement</p> <p>OR Letter from HE Wellbeing</p>	<p>Events that have taken place after the submission deadline or in the past.</p> <p>Incidents that could not be reasonably considered as a natural disaster</p>
Family breakdown, significant personal or family crisis directly affecting the student	<p>Written evidence from civil authority</p> <p>OR Written evidence of impact on claimant from a registered medical practitioner or the HE Wellbeing</p> <p>Or Impact statement</p>	<p>Events that have taken place after the submission deadline or significantly in the past.</p> <p>An ongoing personal matter which you receive regular support for</p>
Sexual assault / harassment / stalking/ domestic abuse/ sudden safeguarding situations	<p>Written evidence from civil authority</p> <p>OR Written evidence of impact on claimant from a registered medical practitioner or HE Wellbeing</p> <p>OR impact statement</p>	<p>An incident which has taken place after the submission deadline.</p> <p>For more support, please email HE Support</p>

4. Financial Hardship or Housing Issues

Reason for claim	Acceptable Grounds	Evidence Required	Unacceptable Grounds
Financial hardship (unexpected)	Job loss, crisis, victim of cybercrime or financial scam	<p>Creditor letter</p> <p>OR employment termination letter P45/P60,</p> <p>OR Written confirmation from Police</p>	<p>Tuition fee debt, general employment issues</p> <p>Where students are studying on a full-time basis, issues relating to paid employment except in cases of work placements which contribute to the programme of study</p>
Accommodation/ Housing crisis	Formal Eviction, homelessness, unexpected housing difficulties	<p>Letter of eviction</p> <p>OR Confirmation from Social Services or appropriate body confirming circumstances</p> <p>OR Written evidence of impact on claimant from a registered medical practitioner</p>	<p>Planned house moves, renovations, routine tenancy end, minor repairs, routine accommodation difficulties, end of halls contract, electing to help others to move home.</p> <p>For UCSE Accommodation Queries, please contact HE Support</p> <p>If you are at threat of eviction or homelessness, please visit here for more information- Help if you're homeless or about to become homeless - GOV.UK</p>

6. IT or system related Technical Failures

Reason for claim	Acceptable Grounds	Evidence Required	Unacceptable Grounds
<p>University-wide IT failure</p>	<p>Platform/network outage when off-campus access not possible Institutional IT Failure Loss of Wi-Fi on campus when submitting work</p>	<p>Letter from IT Services confirming issue and date</p>	<ul style="list-style-type: none"> - Failure of personal IT equipment - Failure to back up electronic documents regularly and securely; - Old devices which were not routinely repaired/maintained or upgraded - Failure on the part of the student to acquaint themselves with the times, dates, and places where assessments were to be submitted or examinations to be sat; - Poor time management - Submitting an incorrect or old file - Errors in uploading work, including large file sizes

7. Personal & Public emergencies and Social obligations/disruptions

Reason for claim	Acceptable Grounds	Evidence Required	Unacceptable Grounds
Sudden caring responsibilities	Unexpected or increased caring responsibilities	Medical or counselling impact letter	Providing general support or arrangement after the submission deadline or Long-term caring without change. Voluntary or formal employed carer work.
Failure of essential assistive technology	Malfunction or break down of essential assistive technologies used for specific and diagnosed condition. For e.g. screen readers, mobility device to access campus, software specifically used to aid studies to support studies	Evidence of malfunction, via screen shots of the error messages, evidence of matter being raised to IT services, supporting letter from disability services	Technology that has been purchased independently of professional advice and guidance. Failure of general IT equipment (see above) Purposefully damaging equipment with no valid cause. Absence of equipment where advice/support for needs has not been sought.
Jury duty / public duty obligation/ court attendance & legal matters	Partaking in judicial proceedings by formal invitation, court attendance,	Invite to attend in position of juror letter Summons or court documentation. Letter from Home embassy, police report, official correspondence from solicitors or government agency.	Elected work experience or charity volunteering. Missing submission due to routine administrative tasks (e.g. passport renewal). Electing to prioritise legal matters where matters could reasonably be rescheduled.