

Please read the guidance before completing the form

Please read these guidance notes carefully, making sure you consult the table on pages 4 & 5 before completing your form.

You can also visit the EC webpage for more information: Go to

<https://www.southessex.ac.uk/he/he-policies-and-procedures>

All correspondence relating to this claim will be sent to your registered SEC email address. 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 220541

W: <https://www.southessex.ac.uk/higher-education/higher-education-student-services>

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 220541

W: <https://www.southessex.ac.uk/support-higher-education-students-disabilities>

What are Extenuating Circumstances?

Extenuating Circumstances (ECs) are defined as circumstances which are unexpected, significantly disruptive and beyond your control, and which may have affected your academic performance.

Planning, time management and the meeting of deadlines are part of the personal and professional skills expected of all students.

However, there may on occasion be exceptional circumstances that might affect your ability to meet an assessment deadline or affect the level of your performance at assessment. If you are having difficulties, you may be able to submit an Extenuating Circumstances claim.

Acceptable Grounds for Extenuating Circumstances

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. The table includes guidance on the grounds which would not normally be accepted.

What to do if you think extenuating circumstances have affected your work

1. Complete an application for your Extenuating Circumstances to be considered. E-mail the completed form, with evidence, from your College Email to the HE EC inbox heextcircs@southessex.ac.uk. Please see the Extenuating Circumstances guidance published under University of Arts London on our [HE Policies and Procedures](#) webpage for more information.
2. Complete the form in full, clearly stating the facts of the circumstances that have affected your work for assessment.
3. Make sure you attach relevant formal evidence and documents to support your case (please see below for further guidance). It is your responsibility to provide evidence to support your application. Do not include photos as evidence.
4. **Be realistic** - short illnesses - such as a cold - or routine IT or transport problems are not considered grounds for ECs. Consult the EC Categories table on page 5 before completing the form.
5. **Be specific.** State the dates your performance was affected and why. Indicate specific units or assignments or projects. Tell us what impact the EC has had on your performance at assessment.
6. **Seek help.** If you are not sure whether or when to submit a claim you should consult your Programme Leader, or HE Student Support.
7. Submitting a form with a genuine case does not guarantee you a pass or a better assessment outcome, but may help in some cases.

Supporting Evidence

1. Guidance on the appropriate evidence for types of EC claims is available in the table below.
2. Evidence must be in **English** and any translation must be carried out by an official, notarised translator. We will not accept translations from unofficial sources, including personal translations. If you have any difficulties obtaining a translation, please visit <http://www.atc.org.uk/members/find-a-translation-company.html>
3. If you are providing evidence from the University Centers' Mental Health and Wellbeing Services. the evidence must relate to the period of assessment for which you are claiming and it must clearly demonstrate that you attended more than one counselling session prior to the assessment deadline.
4. If you are providing evidence from a medical practitioner the evidence must clearly relate to the period of assessment for which you are claiming. The University has produced a guidance document which you can take to your appointment to explain our evidence requirements to your Doctor. Please see the Extenuating Circumstances guidance published under University of Arts London on our [HE Policies and Procedures](#) webpage for more information.
5. Please note that photographs are **not** accepted as evidence. They do not confirm the impact of events on an individual.

Submitting your application

1. If submitting your form by e-mail please ensure that the form and accompanying evidence are in an accessible format and within normal file size limits. **The college does not accept .pages formatted documents or submissions from Share Point, Drop box etc**
2. Your form and supporting evidence should be submitted as close as possible to the time the circumstance takes place. Prompt action will make it easier to gather appropriate evidence to support your application. Although ideally submitted within two weeks of the circumstances commencing, applications must be received **at least two weeks before the Exam Board meeting**. The later an EC is submitted, the less time there is for it to be processed and approved.
3. If you are unable to submit your work by your deadline, hand in your work as close to this date as possible, when you are satisfied with the work you have completed. Where an EC has been approved, worked submitted up to a maximum of **SEVEN** calendar days beyond your deadline will be marked in accordance with UAL regulations.

Keep a copy of your submitted form and evidence for your own records.

What happens next?

If your claim is supported by appropriate evidence, it will be considered by the College EC Panel. The Panel will establish whether your claim meets the University criteria and you will receive notification of whether the claim has been validated or rejected, usually within 24 calendar days

If your EC application has been successful, there *will* be an amendment of your result for the affected unit(s) to reflect this. The amendment would be dependent on what option you choose when your EC has been confirmed.

What happens if I submit my work on time? If you have submitted completed work, on time, you would be offered the choice of either a further, uncapped attempt or accepting the awarded grade.

What happens if my work is submitted late? If you feel that you would benefit from additional time to complete work to compensate for your recognised ECs, an approved EC can permit a late submission of up to 7 calendar days to be accepted and marked without penalty. The Exam Board will then offer a choice of either the grade your work received or a further, uncapped attempt.

We would always advise students to aim to have work completed and submitted before their deadlines. Courses are structured carefully and having work outstanding after an assessment deadline has passed could impact on a student's ability to focus on their remaining units and assignments. Having additional time to submit work for one unit as the result of a successful Extenuating Circumstances application would not be acceptable grounds for a further EC submission for another unit.

Extenuating Circumstances Guidance

Please note that, if you are providing evidence from a medical practitioner, the evidence must clearly relate to the period of assessment for which you are claiming. Medical practitioners should be registered with the General Medical Council (GMC) and a list is available at <http://www.gmc-uk.org/doctors/register/LRMP.asp> This guidance document can be taken to a registered medical practitioner to explain the evidence requirements

If you are providing evidence from the HE Student Support, or an external counsellor, the evidence must relate to the period of assessment for which you are claiming and it must clearly demonstrate that you attended more than one counselling session prior to the assessment deadline.

Reason for Claiming	Acceptable Grounds	Evidence Required	Unacceptable Grounds
Serious medical condition	Serious personal injury, medical condition or mental health condition preventing attendance, completion of assessment or submission of work	Written evidence from a registered medical practitioner or the University Counselling and Health Advice Service	Ongoing conditions (including disabilities, learning difficulties or mental health conditions) Please contact the Disability Service for advice if you have an ongoing condition. Elective Medical Treatment Minor illnesses or injuries (such as colds, headaches, hayfever)
	Serious injury or illness to child, partner or close relative	Written evidence from patient's registered medical practitioner with evidence of relationship to student AND written evidence of impact on claimant from a registered medical practitioner or the University Counselling and Health Advice Service OR JUST Written evidence of impact on claimant from a registered medical practitioner or the University Counselling and Health Advice Service	
	Serious worsening or acute episode of an ongoing medical condition, mental health condition or disability	Written evidence from a registered medical practitioner or the University Counselling and Health Advice Service which clearly demonstrates a serious worsening or acute episode of an ongoing condition	
Bereavement	Death of parent, (including step-parents and legal guardian) child, siblings, partner	Death Certificate or written evidence from a professional such as Undertaker, Coroner or Registrar OR Written evidence of impact on claimant from a	

		registered medical practitioner or the HE Support and Wellbeing Team	
	Death of close relative or friend	Written evidence of impact to claimant from a registered medical practitioner or the HE Support and Wellbeing Team	
Trauma	Victim of serious crime (e.g. rape, assault, domestic violence, mugging)	Written evidence from the Police OR Written evidence of impact on claimant from a registered medical practitioner or the HE Support and Wellbeing Team	Minor crime Financial problems or employment difficulties Accommodation problems or house moves
	Theft of work required for assessment	Written evidence from Police or other investigating authority, Fire Service, University Halls, College Guardians(e.g Estates)	General domestic / family problems Assessment / Exam stress
	Direct experience of terrorist incident or natural disaster		
	Major fire in residence		
	Family breakdown (such as divorce)	Written evidence of impact on claimant from a registered medical practitioner or the HE Support and Wellbeing Team	
Caring responsibilities	Unexpected caring responsibilities caused by sudden serious illness or worsening of ongoing medical condition to child, partner or close relative	Written evidence from patient's registered medical practitioner with evidence of relationship to student. AND/OR Written evidence of impact on claimant from a registered medical practitioner or the HE Support and Wellbeing Team	Ongoing caring responsibilities Caring responsibilities for minor illnesses, accidents or injuries
Court attendance	Jury Service or attendance at court or tribunal as a witness, defendant or plaintiff	Official correspondence from Court or Tribunal Authority	Supporting friend or relative at Court or Tribunal
Miscellaneous	Serious disruption caused by terrorist incident or natural disaster	Evidence of serious disruption to travel or other plans preventing attendance at or completion of assessment or submission of work;	Any circumstances which have not clearly impacted on academic performance or do not clearly relate to the timing of the assessment
	Failing of IT or technical equipment, preventing		Visa problems

	access to online resources	Evidence of contacting staff in advance of deadlines, in line with UAL Assessment Guidance.	<p>Slow upload times when attempting to submit work;</p> <p>Issues with file size and formatting when preparing work for submission;</p> <p>Minor private or public transport failure, holidays or booked travel arrangements</p>
--	----------------------------	---	---

Mental Health EC Claims:

If providing evidence from the HE Support and Wellbeing Team, the evidence must relate to the period of assessment for which you are claiming and it must clearly demonstrate that you attended more than one counselling session prior to the assessment deadline.

UAL recognises that there may be times where a student will self-refer to a specialist practitioner. Evidence from a practitioner who is registered with a recognised professional association is accepted. Recognised professional associations include the British Association of Counselling And Psychotherapy, the UK Council for Psychotherapists, the British Association of Behavioural and Cognitive Psychotherapies or the British Psychological Society. The letter would be required to be on headed notepaper with details of professional registration and confirming dates of Sessions.

There may also be occasions where you could experience delays between a GP referral and your specialist treatment commencing. In these circumstances, evidence of the GP referral would be sufficient.

Please read the guidance notes above before completing this form.

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.

Your claim must be submitted with complete supporting evidence as soon as possible, ideally within two weeks of the circumstances commencing, and at least two weeks before the Exam Board meeting. You should submit your work by the agreed deadline wherever possible. If, as a result of the EC, you are unable to meet the deadline, you should submit the work as close to this date as possible, at a time when you are satisfied with the work you have completed. Work submitted up to 7 calendar days after your original deadline will be considered as 'on time'.

The **HE Support Team** can provide advice and guidance on ECs and help you to fill out your claim. You can contact them by emailing HESupport@southessex.ac.uk, phoning 01702 220475/220696.

Please submit your completed form and evidence to the College EC email address:

heextcircs@southessex.ac.uk

Part A - Student Details:						
1	Student ID number:			Course:		
	Name:			Stage/Year of Study:		
	UAL Email Address:			Course Leader:		
	Contact Telephone:			Personal Tutor:		
Part B - Claim Details:						
2	Please state all units and assignments that have been affected:					
	Unit Title(s):					
	Assignment(s):			Assignment Deadline(s):		
3	Nature of the EC (Please Tick):					
	Serious Medical Condition	Bereavement	Trauma	Caring Responsibilities	Court Attendance	Other
4	Date(s) of the EC:		From: dd/mm/yyyy		To: dd/mm/yyyy	
5	Description of the Extenuating Circumstances:					

Continue on a separate sheet if necessary.

6 **How have these circumstances affected the assessment(s) listed above? Please include exact dates.**

Continue on a separate sheet if necessary.

7 **What supporting evidence is attached to this form?**

Forms submitted without formal supporting documentary evidence will not be considered. Please see the guidance for further information on the types of evidence that will be considered.

Self-Certification can only be applied for using the Student Portal

Part C - Disabilities and Long Term Medical Conditions:

8 **Do you have a disability or long term medical condition?** **Yes/ No**

If you have a disability or long term medical condition, staff at our central and college disability and dyslexia 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>

9 **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**

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 are 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.

Part D – Checklist and Student Signature

10 **Please check the following questions before you sign and date the form:**

• Have you completed all sections of the form? **Yes/ No**

EXTENUATING CIRCUMSTANCES CLAIM FORM
THE INFORMATION ON THIS FORM IS CONFIDENTIAL

FORM-EC1

	<ul style="list-style-type: none"> Have you clearly indicated <u>which units and assignments have been affected</u> by the EC? (You might need to check your course handbook to find the exact unit title). Yes/ No Have you given clear details of the dates that have been affected by the EC? Yes/ No Have you attached appropriate supporting evidence? Yes/ No <p>Applications without evidence attached will be rejected. If you are intending to use the option to 'self-certify', you must state this in section Seven</p>
--	---

11	Student Signature:	Date:
----	---------------------------	--------------

PART E - OFFICE USE ONLY

Date Received:		Date Copied to EC Panel:	
Received by:		Date Copied to Exam Board:	
If the student has a potential disability or long term condition, has the EC Clerk referred them to the Disability Service?			Yes No
Category:	A (Acceptable reason for claim)	B (Unacceptable reasons for claim)	
Decision of EC Panel:	Validate	Reject	Evidence Needed
Comments:			
EC Panel Chair Signature:			Date: