



## Extenuating Circumstances Form Guidance Notes

Please read these notes before completing the Extenuating Circumstances Claim Form.

**If you are unsure about any part of the claim process, please refer to the Frequently Asked Questions on [Advice Zone Online](#) or contact the [Advice Zone](#).**

**Section 1: Personal Details.** Check that the details entered are correct.

**Section 2: Extenuating circumstances.** Use this section to provide details of your extenuating circumstances. You must include what happened, when, and how it affected your studies

**Section 3: Supporting evidence.** List each item of supporting evidence. Please see attached list for examples of acceptable evidence. **Please note that claims that do not have supporting evidence will not be processed.**

**Self-certification.** Self-certification is for **short-term illness only** and can be used **once in each academic year** to support an extenuating circumstances claim. Students will be allowed to self-certificate for **a maximum period of seven calendar days**. The illness must have occurred no more than one week prior to, and/or including the week in which the assessment was due.

You will need to complete the Self-certification Form, ensuring a clear explanation of the short-term illness, and how this has affected your studies and is submitted with your extenuating circumstances form.

Self-certification can cover a maximum period of 7 days. If your circumstances are expected to last longer than 7 days, you should submit independent supporting evidence and not use self-certification.

### Covid 19 Self-certification

We recognize that many students are facing disruption as a result of Covid-19. This may be related to students themselves, or people close to them, having symptoms of Covid-19 or being in a high-risk group. It could also be, for example, through taking time out of study to return home or because of additional caring or work responsibilities.

This document is available in Welsh. Mae'r ddogfen hon ar gael yn Gymraeg.

We will be accepting self-certification claims for Covid-19 related issues. Claims will not require supporting evidence, and a student can request:

- an extension to an assessment, for a maximum of 14 calendar days.
- Non-submission/ deferral  
*NB A decision on whether any deferral is until the next assessment window, or until the next academic year depends on the type of assessment and will be determined by the faculty. The form of the deferred assessment may remain the same as the online alternative, or may revert to the planned examination; however, we are unable to confirm this at the current time.*

**Section 4: Late submission of Extenuating Circumstances.** You must complete this section if you are making a late claim. A claim is considered to be late if it is submitted 5 working days after the assessment submission date.

For a late claim to be considered you need to provide an explanation of why you were unable or did not submit a claim within 5 working days from the date of the assessment/s. You must provide independent evidence to support your explanation. Self-certification **cannot** be claimed if your claim is submitted under a late submission of extenuating circumstances.

#### **Section 4a: Fit to Sit**

*The University operates a Fit to Sit Policy whereby all students, in submitting or presenting themselves for assessments, are declaring that they are fit to sit the assessment. In signing the attendance slip for an examination, or indicating they are present on an attendance register, a student is declaring themselves fit to sit. Students cannot subsequently claim that their performance in that assessment was affected by existing circumstances or illness, other than in exceptional circumstances.*

If the assessments have already been submitted and a result received, you will need to provide an explanation of exceptional circumstances, which you feel, made you unable to make a rational and considered decision when you signed the fit to sit. You will need to provide independent evidence of the exceptional circumstances

**Section 5: Modules Affected.** Tick the box for either an extension or non-submission/non-attendance for each affected assessment.

**Extension:** This means that you are requesting more time to complete your assessment. The period you are requesting should directly relate to your evidence. **For example.** You have a Doctors letter to confirm your circumstances and you will be unfit for work for 2 weeks; a maximum of 2-week extension could be applied for, up to a maximum of 20 working days. **Please note that if you are applying for an extension you should aim to submit your work as soon as you are able and not wait for the outcome of your claim.**

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**Non-submission/deferral:** This means that you are requesting not to submit the assessment or exam/test until the next available opportunity. This may be in the re-sit period, or the next session for this module. Please be advised that this may be a new assessment title or exam. Please contact your module tutor for further information.

Please note that if you are applying for an extension you should aim to submit your work as soon as you are able and not wait for the outcome of your claim.

Enter the original submission or exam date for each affected assessment. If applying for an extension your module tutor must sign your forms to clarify that the new date you are requesting is suitable for marking purposes. If you are not able to meet with your module tutor, you may request email confirmation from them. The email must contain details of the assessment and the new submission date. You must submit the email confirmation with your Extenuating Circumstances Claim Form.

**Section 6: Third Party consent.** The University is required to comply with General Data Protection Regulations (GDPR). This means that any supporting evidence that you provide that relates to a third party, e.g. parent, brother etc., must be accompanied by a signed Third Party Evidence Consent Form. A consent form is not required for third party evidence that relates to a child under the age of 16 or a vulnerable adult, provided you are their parent or legal guardian.

**Section 7: This section only applies to International, non- EU students studying on a Tier 4 VISA.** Tier 4 VISA regulations may restrict the number of attempts or extensions to deadlines that international, non-EU students can be offered and the overall time duration that you may remain in the UK. Because of this, it is essential that you speak to a USW International and Immigration Adviser before you submit your application. Take the form to your appointment and ask them to sign and date section 7 to confirm that they have given you immigration advice. You do not need to show them other sections of this form or discuss with them the reason for your claim.

**Section 8: Checklist. Use the checklist to ensure that you have completed all relevant sections of the form and have attached all of the supporting documents required.**

**Section 9: Confirmation.** Sign and date the form confirming that the information that you have provided is correct.

## **HANDLING SUBMISSIONS FOR EXTENUATING CIRCUMSTANCES**

**Possible outcomes of a claim for extenuating circumstances are:**

- the claim may be declined;

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- the claim may be deferred, pending a request for additional information/evidence. You need to inform the Advice Zone within 7 calendar days that you intend to provide the information required. New information needs to be received within 20 working days of your deferred decision.
- an extension of the deadline for submission of the assessment may be granted. In this case the five day late submission regulation (which enables you to have the assessment marked but capped at 40%) cannot also be applied;
- the student may be allowed to undertake the assessment/examination at the next assessment period and without further penalty;
- the Subject Assessment Board will take account of the grade profile of the assessment/module in the case of a group/cohort extenuating claim.

### **Claims for long-standing conditions**

The University recognises that some students have long-standing conditions that are subject to flare-ups; for example, certain mental health conditions, fibromyalgia and Crohn's disease.

If you have such a condition, you are able to submit a claim for extenuating circumstances to cover flare-ups at the start of the academic year, or upon diagnosis. Your claim must be submitted on the form 'Extenuating Circumstances Claim for a Long-Standing Condition' and must include appropriate supporting evidence, for example a letter/evidence from a medical practitioner, counsellor or other independent professional. Your claim will be considered by an Extenuating Circumstances Panel and, if approved, may be for one academic year or until you have completed your course. The University reserves the right to request that a medical professional be in attendance at the Panel as an adviser.

If your claim is approved, you can submit further claims under the process 'Notification of a Flare-Up'. You will need to complete an Extenuating Circumstances Form, but you can submit the Notification of a Flare-Up Form as evidence. This will allow us to make the necessary arrangements in relation to your assessments.

### **What Happens Next?**

Return your completed Extenuating Circumstance Form and supporting documents electronically via [Advice Zone Online](#).

You will receive notification of the outcome of your claim via Advice Zone Online. If your claim is straightforward, you will receive notification within 5 working days from the receipt of your claim form.

## Evidence List for extenuating circumstances

This table provides you with an indication of the types of evidence that you will be required to provide in order to support an extenuating circumstances claim. You may not need to provide all the various forms of evidence but your claim/appeal must be supported by independent evidence. Please note that claims that do not have supporting evidence will not be processed.

Please note that this is not an exhaustive list and there will be issues which are not covered below. In these cases you should provide the most relevant evidence to support your claim/appeal; advice should be sought from the Advice Zone. Extenuating circumstances will be accepted or rejected depending on their nature, severity, timing and the appropriateness of the evidence.

	Letter from Medical professional or counsellor	Letter/ evidence from an independent professional	Death certificate	Obituary/ order of service	News/ Media report	Official witness report/police report which details information related to the offence	Letter from bank/debt letters
<b>All evidence should be submitted in English or in the original language with an official certified translation provided</b>							
Serious short-term illness/accident	✓	✓					
Bereavement	✓	✓	✓	✓	✓		
Significant worsening of an ongoing health condition	✓	✓					
Pregnancy related illness or childbirth	✓	✓					
Significant adverse personal/ family circumstances	✓	✓					
Significant financial problems	✓	✓					✓
Victim of crime	✓	✓			✓	✓	