

PRESENTATION OF EXTENUATING CIRCUMSTANCES

EC1

Extract from the regulations governing student assessment in coursework and examinations

36 (a) *Save in exceptional circumstances:*

- (i) *written medical evidence, or evidence of compassionate circumstances, relevant to the performance of a candidate in a written examination must be presented to the Course/Subject Director not later than five working days following the examination;*
- (ii) *written medical evidence, or evidence of compassionate circumstances, relevant to the performance of a candidate in coursework must be presented to the Course/Subject Director not later than five working days following the date on which the work was due to be submitted.*

(b) *Evidence of ill-health must be authenticated by the candidate's medical advisor. Medical certificates should be forwarded directly to the Course/Subject Director. Self-certification will not be accepted.*

The term 'exceptional circumstances' will be given a restrictive interpretation. The Senate, through the relevant committee, shall determine exceptional circumstances which allow alternative forms of authentication of ill-health in respect of clause (b). Such circumstances may include an epidemic or pandemic. A candidate claiming exceptional circumstances in relation to the late submission of evidence under clause (a) must do so in writing in accordance with clause 42.

Notes of Guidance

You are asked to note carefully the above extract from the regulations on the presentation of evidence of extenuating circumstances. The information below is designed to assist you in the interpretation of the regulations and provide further detail. Your attention is drawn to information available in the Portal where the procedures are set out in full portal.ulster.ac.uk My Studies tab, Examinations and Assessment channel.

What are extenuating circumstances?

Extenuating circumstances are circumstances beyond your control which either prevented you from attending an examination, or submitting part or all of your coursework by the due deadline. It could also be the case that you attended an examination, or submitted coursework, but your performance was adversely affected by extenuating circumstances. Although often medical in nature, anything which is **unforeseeable** or **unpreventable** may be considered an extenuating circumstance (for example, a family bereavement).

How do I present details of my extenuating circumstances?

This form has been designed to give you the opportunity to set out the details of your extenuating circumstances. You should complete Section A in full. Any evidence in support of your claim should be submitted with the form. Where appropriate, the University's Counselling Service will provide reports in support of claims of extenuating circumstances.

When do I present details of extenuating circumstances?

Claims for extenuating circumstances should be made at the time the circumstances occurred and must be submitted not later than the following deadlines:

- Examination – not later than five days following the examination
- Coursework – not later than five days following the due submission date

To whom do I present details of extenuating circumstances?

The completed form, together with any supporting documentation, must be presented to your Course/Subject Director, except in the Faculty of Computing and Engineering where forms should be submitted to School Offices and a receipt obtained.

What will happen to my completed form?

Your submission will be considered through the appropriate channels and the outcome communicated to you. If the evidence is accepted you will be given the opportunity to be assessed on a further occasion in the appropriate examination(s) or coursework. Please note that a successful outcome will always involve further assessment in the module(s) concerned; the examiners will **not** give you additional marks to compensate for your extenuating circumstances.

1 PERSONAL AND COURSE INFORMATION

Name (in full) ID No.

Programme Code Programme Title

Year of Study Course/Subject Director

Campus E-mail (University email address)

2 MODULE INFORMATION

Please provide the information below for **each module affected by extenuating circumstances**. You should read the following notes carefully before completing this section:

Type and Date of Assessment

i) The following codes only should be used to indicate Type of Assessment: CT – class test, ES – essay, EX – examination, PR – project, PT – presentation, O – other; ii) A separate entry should be provided for each type of assessment listed; iii) The date entered should be the date of the examination or class test, or submission deadline for coursework.

Type of Circumstance

The following codes only should be used to indicate Type of Circumstance: N – Non-attendance at examination or non-submission of coursework; P – Performance affected by extenuating circumstances.

Module Code/ CRN Number	Module Title	Type and Date of Assessment (using above codes)		Type of Circumstance (using above codes)	Module Co-ordinator
		Type	Date		

SECTION A contd

3 DETAILS OF EXTENUATING CIRCUMSTANCES

i) Nature of Difficulty: Illness Other Personal Circumstance
(Please tick as appropriate)

ii) Date(s) on which you were affected

iii) Absence from Study
(Please indicate as appropriate)

- Were you absent from the University for more than three working days as a result of your extenuating circumstances? YES/NO
- *If 'YES' is a completed Notification of Absence Form attached? YES/NO

iv) Supporting Evidence
(Please indicate as appropriate)

- Do you have medical certificate(s) or other supporting evidence? YES/NO
- *If 'YES' is the evidence attached? YES/NO

If you do not have objective evidence you should explain below the nature of your difficulties.
(You may continue on a separate sheet if necessary)

*Note: Where available, supporting documents should be submitted with this form

4 EFFECT OF EXTENUATING CIRCUMSTANCES

i) Please explain the effect of the extenuating circumstances on performance in the assessments listed at part 2. *(You may continue on a separate sheet if necessary).*

ii) Please state what your preferred outcome would be (e.g. specify the length of extension requested for coursework).

I confirm that to the best of my knowledge the information given on this form is a true and accurate statement of my personal circumstances.

Student Signature**Date**..... over/...

SECTION B: TO BE COMPLETED BY COURSE/SUBJECT DIRECTOR

Please complete the details below in relation to the evidence presented.

Module Code/ CRN Number	Consideration of Evidence <i>(Tick as appropriate)</i>		Recommendation
	Upheld	Rejected	

Comments:

NAME OF COURSE/SUBJECT DIRECTOR:

SIGNATURE **DATE**