

# Regulations for Students on University of East Anglia Programmes

**2022/23**

## Extenuating Circumstances

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## **1 Preamble**

- 1.1 It is recognised that a student may experience temporary personal difficulties outside of their control which may have a detrimental effect on their ability to study for and/or complete an assessment<sup>1</sup> by the set deadline. Such situations are referred to as “extenuating circumstances” (ECs).
- 1.2 These Regulations are designed to ensure that, as far as possible, no student subject to ECs is unfairly disadvantaged whilst maintaining the academic standards of the University. The Regulations specify the core principles relating to ECs (section 2), a definition of “extenuating circumstances” (sections 3 and 5), potential remedial outcomes for students experiencing ECs (section 6) and the procedural framework within which ECs are managed (sections 4 and 7).
- 1.3 These Regulations apply to Undergraduate and Post-Graduate Taught summative assessment.
- 1.4 The Regulations do not cover ongoing medical conditions/disabilities (including learning disabilities or mental health conditions) for which the student is already receiving formally approved adjustments unless there is an exacerbation of the condition/disability or an indication that the approved adjustments are no longer sufficient or have not been provided.
- 1.5 The regulations are consistent with the precepts and expectations contained in the Quality Assurance Agency’s (QAA) *Chapter B6 – Assessment of students and the Recognition of Prior Learning* of the UK Quality Code for Higher Education (2013) and the recommendations and guidance contained in the Academic Registrars’ Council’s (ARC) *A Reference Document on Academic Appeals and Extenuating Circumstances for University Practitioners* (2011).

## **2 Principles**

- 2.1 The following principles underpin the Regulations on and management of extenuating circumstances (ECs):

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<sup>1</sup> The Regulations only apply to summative and not formative assessments. A summative assessment is defined as work that is taken into account by a Board of Examiners for the purposes of progression and/or for an award. Formative coursework is defined as work that is not taken into account by a Board of Examiners for the purposes of progression and/or for an award. Extension requests for formative assessments are at the discretion of the Module Organiser.

- (a) That any student who has properly demonstrated ECs relating to either deadline or event summative assessments<sup>2</sup> should not be unfairly disadvantaged;
- (b) That the remedies associated with ECs maintain the institution's integrity and academic standards and do not disproportionately advantage the affected student over the rest of the student body;
- (c) That the treatment of ECs across the institution should be equitable and consistent, with the use of discretionary powers only used where necessary;
- (d) That, notwithstanding (c), a degree of discretion is preserved in the management of ECs since similar circumstances may have different impacts on individual students. Discretion should be exercised in accordance with principles/considerations outlined in section 3.6;
- (e) That where discretion is used, it should be applied (i) consistently as a form of established precedent and (ii) only in exceptional cases;
- (f) That it is the responsibility of the student to apply for a remedy or adjustment based on an EC (including the provision of supporting evidence) at the earliest opportunity possible and no later than the EC reporting deadline;
- (g) That students seeking to gain an advantage or benefit through the provision of false or misleading information relating to ECs are liable to action being taken against them under the institution's Disciplinary Procedures;
- (h) That the recognition of ECs cannot be used to change a received mark or remove the need to complete the assessment since students still need to demonstrate that they have achieved the required learning outcomes of the module(s);
- (i) That consideration of ECs will be treated confidentially with disclosure of details only made to the smallest number of people necessary to progress the application;
- (j) That all EC processes will be expedited as quickly as possible;

### **3 Extenuating Circumstances**

- 3.1 For the purposes of these Regulations, an extenuating circumstance (EC) is narrowly characterised by the negative impact of the reported event or state of affairs on the student's capacity to perform to the best of their ability with respect to an individual

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<sup>2</sup> 'Deadline' assessments include Coursework, Written Assignments, Dissertations, and Projects. Event assessments include Presentations, Course Tests and Examinations.

assessment or assessments rather than the effect on other aspects of the student's life.

3.2 To qualify as an EC each of the following conditions must be met:

- (a) The situation must have been unforeseeable, i.e. untypical of customary day-to-day experience, and/or beyond the student's control;
- (b) The situation must have been such as to be reasonably judged to have had a significant negative impact on the student's ability to undertake the assessment(s) to the best of their capabilities;
- (c) The situation should or normally have occurred at a time close enough to the assessment(s) submission deadline or Event date such that there was insufficient time to resolve the impact of the experienced difficulties. The precise length of this time will depend upon the nature and severity of the ECs and the type of assessment but would usually be expected to be no longer than 3 weeks before the assessment submission deadline or Event date;
- (d) The reporting of the situation must, where it can be reasonably acquired, be corroborated by independent evidence provided by appropriately qualified individuals.

3.3 The following **non-exhaustive** list of examples provides a guide as to the type of cases that are likely to satisfactorily meet each of the criteria listed in section 3.2:

- (a) Bereavement – the recent death of a close relative or significant other (of a nature which, in the employment context, would permit compassionate leave). The following relatives are understood as 'close': partner, child, parent, sibling, grandparent and grandchild. At the institution's discretion, more distant relatives and significant friends may also be considered 'close' upon the receipt of a personal statement/self-testimony;
- (b) A serious short-term illness, accident or mental health crisis (of a nature which, in an employment context, would have permitted a sick-leave absence);
- (c) A disability or long-term health condition (for which adjustments may already be formally in place) worsening either temporarily or on a more enduring basis, or which has been exacerbated by the reported circumstances (where reasonable adjustments provided include 'renegotiated deadlines due to disability related reasons', extension requests of up to 5 working days can be submitted without further supporting evidence);
- (d) A long-term health condition where reasonable adjustments have been applied for but are not yet in place and where the responsibility for the delay lies with the institution;

- (e) Being a recent victim of a serious crime;
- (f) Situations of the type where a student might be granted an authorised leave of absence and where the date cannot be changed. These may include:
  - (i) involvement in legal processes (e.g. jury service, court summons);
  - (ii) health appointments (not covered by (b) or (c) above);
  - (iii) an interview for a graduate-level job or further academic studies.

These circumstances should be assessed with caution since they must be of such a nature as to significantly detract from the student's ability to fulfil the assessment to the best of their ability. It should be noted that applications for authorised leave of absence are not automatically granted.

- (g) Representative participation in a national or international cultural or sports event;
- (h) Exceptional and unforeseeable transport difficulties, e.g. major transport incidents, cancelled flights or other forms of long distance public transport without adequate notice, dangerous weather conditions where official advice was not to travel;
- (i) Significant adverse personal/family circumstances for which there is evidence of undue stress caused or the need to assume extra responsibilities.
- (j) Moving house (e.g. where timing of move/completion of house sale is changeable or unknown) or eviction;
- (k) Technical problems attributable wholly to a failure of the institutions systems at the point of submission of coursework or during an event assessment;
- (l) Delays affecting placements, apprenticeships or assessments, which are outside of the students control, providing evidence is received by the relevant member of academic staff or employer as appropriate e.g.
  - i. Delays in approval of Assessment of Practice (AOP) (i.e. placement mentor/work-place tutor unavailability)
  - ii. Delays in collection of data or availability of equipment
- (m) Commitments related to paid employment or other non-course related activities for part-time students whose primary commitment is not limited to studies, e.g. employment related activities, which are unavoidable or cannot be rescheduled will be considered if third party evidence is provided by the employer/work based supervisor confirming that the work related activity is impacting on the student's studies. A supporting statement from the Programme Leader or equivalent will be accepted on the basis that the Programme Leader can verify the work-related

circumstance and is in contact with the employer/work-place supervisor about the students progress. Examples include:

- i. inability to accrue required work-place hours that contribute to assessment (for professional courses);
- ii. unplanned change in work requirements (e.g. shift changes for professional courses);
- iii. additional workload e.g. requirement to attend a business trip or undertake a significant workplace course or project.

3.4 The following non-exhaustive list of examples illustrates instances of the type of circumstance that are unlikely to meet each of the criteria in section 3.2:

- (a) A disability or long term health condition for which the student is already formally receiving reasonable and appropriate adjustments, and which has not worsened temporarily or on an enduring basis and/or been exacerbated by the reported circumstances;
- (b) Claim of any event or state of affairs having a negative impact on the student which could reasonably be viewed as foreseeable or preventable;
- (c) Claim of an event or state of affairs having a negative impact on the student:
  - i. without corroborating evidence from an appropriate professional source, e.g. doctor or other health professional, police, legal communication, etc., where such evidence may be reasonably assumed to be available (supportive letters from family and friends will not typically constitute acceptable evidence where those above might be reasonably assumed to be available); AND/OR
  - ii. only supported by unsubstantiated evidence, e.g. a doctor's note which states that the student was seen after the illness occurred and that the student had only self-reported the illness and where they might have reasonably be expected to seek help at that time (excludes circumstances whereby the nature of them precludes disclosure/help seeking at the time but for which support is now being sought); AND/OR
  - iii. the evidence provided does not make reference to the circumstances or time when the student reports to have been affected by the declared ECs.
- (d) Claim of an event or state of affairs, the impact of which occurred normally more than three weeks previous to the relevant assessment event or submission deadline unless it can be reasonably argued that this longer period was insufficient time to resolve the impact of the experienced difficulties;

- (e) A minor illness or ailment which in a work situation would be unlikely to lead to absence from work;
- (f) Pregnancy except:
  - (i) where there are complications relating to the pregnancy which medical evidence can substantiate; and
  - (ii) for a period of two weeks immediately following the delivery in accordance with Statutory Maternity rules at: <https://www.gov.uk/maternity-pay-leave/leave>
- (g) Levels of coursework and/or examination stress typically experienced;
- (h) Lack of knowledge of Academic Regulations including claims that the student was unaware of (or misread) the dates or times of coursework submission or examination sittings;
- (i) Financial issues, other than exceptional hardship or where significant impact is demonstrated;
- (j) Where a student is studying full time, commitments related to paid employment and non-course related internships and activities;
- (k) Planned appointments including health and legal appointments which can be rescheduled;
- (l) Planned appointments with Student Services or equivalent external services that can be readily rescheduled;
- (m) Observance of a religious festival (including pilgrimage) or holy day. With regards to Deadline assessments submission dates are typically set early enough for the student to be able to work around religious observance. If the observance conflicts with an Event assessment, the institution will take all reasonable measures to accommodate the student but where this is not possible, the student will be expected to attend at the set time and will not be permitted a Delayed Assessment;
- (n) Holidays and/or other social occasions and commitments (including weddings and baptisms) unless these have been arranged prior to commencement to the programme and/or a prior agreement is in place with the Course;
- (o) Instances of common every-day travel problems, such as traffic congestion which may be reasonably anticipated;
- (p) Inadequate academic practice (unless accounted for by ECs) such as poor time management and planning, especially in relation to bunched deadlines:

(q) The language of assessment was not the student's main language.

3.5 The following non-exhaustive list of examples illustrates instances of the type of circumstance where human error or unanticipated, isolated events may occur and where discretion can be exercised in accordance with principles/considerations outlined in section 4:

- a. Unanticipated personal computer/printer/internet problems immediately prior to a deadline;
- b. Failure to backup electronic documents leading to an isolated incident or delayed submission;
- c. Late submission of work due to an incident of unplanned human error/oversight;
- d. An incidence of accidental submission of an incorrect document e.g. an assignment for another module, an incomplete earlier draft of the assignment, a corrupt document, or a paper submission to the in-correct drop-box (typically the student would be able to spontaneously rectify by production of a correct version);
- e. Failure to submit/upload a document, including uploading a document in the incorrect format where the student believed they had done so (typically the student would be able to spontaneously rectify by production of a correct version).

#### 4 Consideration of Cases and Use of Discretion

In all EC requests, an expectation of integrity, consideration of likelihood, and acknowledgement that human error can occur, should be applied when considering an appropriate outcome. Institutions should therefore take in to consideration the following factors and considerations when reaching an outcome:

- a. **Experience** of the student and their history of submission and use of ECs – is the student atypical, or novel for the student? For example where a situation is unfamiliar we might accept human error, however where a student has been in a similar situation previously we may reasonably expect them to avoid a repeat of such accidental/avoidable errors.
- b. **Foreseeability** of the incident/difficulty – is the situation unanticipated and/or could the student have prevented or expected it? Foreseeability does not automatically mean that it is within the student's control and vice versa. For example, losing an assessment file with no back up is not foreseeable (I didn't know it was going to happen) but it may be argued might have been anticipated and the impact mitigated by having a backup, whereas the death of a terminally ill family member can be foreseen, but is outside of the student's control, and has an impact which cannot be mitigated for.

- c. **Expectations/reasonableness of required evidence** – is it likely that the student can readily obtain evidence to corroborate their request? Where the circumstances of the student preclude help-seeking behaviours and/or evidence is difficult to obtain then consideration and flexibility should be shown. Self-testimony/family accounts can be accepted as evidence in such cases. Where it is reasonable though, students should be expected to evidence their case.
- d. **Proportionality of impact** – if the request is rejected, would the outcome be unreasonably disproportionate to the offence? An ECP decision can have a variety of impacts upon the student depending on the particulars of the case. In some instances the effects on overall marks may be insignificant, for example, if the item is just one of a number of assessments in a non-counting year as opposed to where there is just a single piece of summative work in a final year semester and the impact significant. In some instances, a module fail may be compensated for and in others no compensation is available. In other words, the same decision can have different effects and, in some instances, it is not unreasonable to conclude that the outcome might be disproportionate to the “offence”. Where this is the case discretion may be necessary in formulating a recommendation to the Board.

## 5 Extenuating Circumstances Requests and Supporting Evidence

- 5.1 Students should report any extenuating circumstances (ECs) by submitting an Extenuating Circumstances Request (ECR). The request should include an indication of what consideration or adjustment the student is seeking (e.g. an extension to a deadline submission date or a Delayed Assessment opportunity). If the ECR is not complete, the request will not be considered.
- 5.2 An ECR must be supported, wherever reasonably possible, by appropriate documentary evidence (aside from the specific case of self-certification; see section 5). This evidence must be relevant to the event or state of affairs claimed and to the appropriate time period. It is important that the evidence should, where reasonably possible, speak to the negative impact on the students ability to work to the best of their capabilities and not just record that a certain set of circumstances occurred.
- 5.3 The evidence supporting the ECR ought to, wherever reasonably possible, be provided by independent, professional third part sources; self reporting or statements provided by family, friends and Academic Advisers are likely to count as ‘evidence’ in limited situations as indicated above.
- 5.4 Due to professional and legal requirements relating to the protection of patient confidentiality, evidence from the institutions Wellbeing Service (or similar services) may simply report that a student is either currently in or about to start therapy without supplying details of the nature of the students condition (although there is an expectation that relevant dates (including referral) will be reported to ensure that they correlate with the claimed ECs). This should be taken as appropriate evidence of the students claims.

- 5.5 Where a student believes that the relevant circumstances are of a highly confidential nature, they may report the circumstances to Student Services or equivalent. Student Services shall either:
- (a) Confirm the confidential nature of the circumstances and provide the Extenuating Circumstances Panel with a statement of their severity and the date(s) of their likely impact. The substantive detail of the circumstances shall remain confidential to Student Services; OR
  - (b) Determine that the nature of the circumstances does not merit confidentiality of treatment and advise the student that they should report their ECs in the normal way.
- 5.6 In those exceptional cases where supporting evidence cannot be realistically provided, that which is supplied should be detailed enough that relevant institution role holders are able to reasonably infer the ECs' likely detrimental effects.
- 5.7 The type and amount of supporting evidence should be proportionate and appropriate to the nature of the adjustment being requested by the student, i.e. the greater the adjustment, the more comprehensive the evidence required.
- 5.8 Any submitted evidence written in a language other than English must be provided with a certified translation.
- 5.9 Evidence from a third party must be signed and dated, preferably on headed paper or, alternatively an email from the third party sent from their professional email account (if evidence is being sent in a professional capacity).
- 5.10 It is expected that the student will provide all relevant evidence at the time of their EC application or within 10 working days of its submission. Where there is good reason that the evidence cannot be supplied within 10 working days extension, the Chair of the Extenuating Circumstances Panel may grant further time. Since consideration of the ECR cannot take place until all documentation is supplied, care should be taken when granting such extensions in the light of section 6.4.
- 5.11 The types of evidence which are likely to be supportive for various types of EC are outlined in the table below.
- 5.12 In the case of rejection of an ECR, the student should be advised that they may challenge the decision through the EC Appeal process by writing to The Dean of Higher Education at [UCCEC@colchester.ac.uk](mailto:UCCEC@colchester.ac.uk) All appeals must be evidence based. If the ECR was rejected due to non-receipt or lack of third party evidence, the student can submit a new ECR for consideration if additional evidence is subsequently attained.

Extenuating Circumstance	Examples of the type of evidence that are likely to support an EC request
Bereavement	<p>An obituary; order of service; death certificate; legal or medical letters; letter from undertaker.</p> <p>The EC application must also state the student's relationship to the deceased. It is unlikely that further professional evidence detailing the effects on the student will be required.</p>
A serious short-term illness, accident or mental health crisis	<p>Letter from a health professional such as a GP, psychiatrist or mental health counsellor confirming the diagnosis and stating an opinion as to the nature and duration of any impact on the student; medical certificate; prescription; hospital admissions record; photographs of injuries (ideally identifying the student with the photograph).</p> <p>Since evidence such as a photograph, prescription or admissions record, does not necessary specify the negative affect on the student's ability to complete the assessment(s), where possible and relevant, evidence from a suitable health professional detailing these effects should also be submitted. Photographic evidence must clearly show that the circumstance relates to the student and be accompanied by additional evidence.</p> <p>Any evidence that only records the student's self-reporting of the health problems will be normally deemed insufficient.</p>
Unforeseen recent illness of dependents or close family members	<p>Medical certificate or GP's letter relating to the dependent/family member confirming the recent sudden or severe nature of the illness. If this evidence does not also confirm the impact on the student, then independent professional third party evidence should also be submitted.</p>
A long-term health condition worsening	<p>Medical certificate, GP's letter statement from a registered mental health practitioner or a member of the institution's Student Support Services reporting the specific deterioration or sudden change and the time period it applies to. The evidence should refer to how the change in conditions has impacted on the student. This may be provided in advance of a student's examinations and could apply to all of them in any examination period.</p> <p>Evidence simply confirming the long-term condition without mentioning the recent deterioration will be normally deemed insufficient.</p>
Long-term health condition where reasonable adjustments are not yet in place	<p>Letter or e-mail from the institution's Student Support Services (or equivalent) confirming that the delay in support was beyond the student's control.</p>
Victim of a serious crime	<p>Police crime number, legal letters, crime report from the police or other investigating authority; an insurance claim.</p> <p>Since such evidence does not refer to the impact of the event on the student, further evidence may also be required for ECs claimed to have affected the student <i>for more than a week</i>.</p> <p>Claims relating to injuries or trauma suffered as a result of a motor traffic accident would normally be considered as a medical circumstance and require suitable medical evidence as outlined above.</p>

Legal proceedings requiring court attendance	Letter from a solicitor/legal officer or official court communication.
Representative participation in a national or international cultural or sports event	Formal notification from the relevant official body or bodies involved. Although independent professional third party evidence outlining the impact on the student's preparation and completion of the assessment may be supplied, it is likely that impact on the student may be reasonably inferred.
Exceptional and unforeseeable transport difficulties	Evidence of a major transportation incident from a relevant and appropriate source (including media reports). Evidence will also need to demonstrate that the student was both affected and that there was no reasonable means of foreseeing or overcoming the difficulties.
Significant adverse recent personal/family circumstances	Independent professional third party evidence describing the circumstances, the time period affected and the impact on the student. Where this is not possible, sufficient detail should be submitted so that the likely effects can be reasonably inferred.
Technical Circumstances – failure attributable to the institution's systems at the point of submission of coursework or during an event assessment such as an examination or course test	Screen shot of the submission in progress, a screen shot of a formal message published by the institution's IT Services website advising of a systems failure or an email from IT Services responding to the problems encountered.

## **6 Mitigating Adjustments for Extenuating Circumstances**

- 6.1 When submitting an Extenuating Circumstances Request (ECR), the student is required to state what adjustments are being requested to mitigate the effects of the extenuating circumstances (ECs).
- 6.2 The permitted mitigating adjustments allowed are:
- (a) An Extension to the submission date (including Reassessment) for those items of assessment classified as 'Deadline' (i.e. Coursework, Written Assignment, Dissertation, Project);
  - (b) A Delayed Assessment (including Reassessment) opportunity for those items of assessment classified as 'Event' (i.e. Examination, Course Test, Objective Structured Clinical Examination, Objective Structured Pharmacy Examination, Practical, Presentation).
  - (c) Request for special consideration by the Board of Examiners regarding decisions relating to progression and/or final classification;
  - (d) A repeat of a period of study or an interruption to studies.
- 6.3 When an Extension is granted, the submission time is no later than 12 noon on the day of the new deadline.
- 6.4 When an Extension request takes the new submission date beyond the return of the marked assessment to the rest of the module cohort, students will continue working on the same first assessment task. Where a course team identify that this is not appropriate to the discipline or assessment item, then they should:
- a. State so in the assessment brief before the module begins; and
  - b. Notify affected students that a differentiated task will be set.
- 6.5 A Delayed Assessment (including Reassessment) may be considered for those event assessments where:
- a. the student reports, prior to the Event, that they are not fit to undertake, or are prevented from undertaking the assessment;
  - b. the student failed to attend the original Event;
  - c. the student attended the Event but believes that they did not have a fair attempt due to the effects of their ECs;

- d. the delivery of the module hampered the ability of students to be assessed fairly.
- 6.6 Where the request for a Delayed Assessment (including Reassessment) rests on medical circumstances, the student must seek medical evidence on the day of the assessment, unless reasonably prevented from doing so.
- 6.7 A Delayed Assessment cancels the assessment that it replaces and the mark, if any, originally awarded. The recorded mark shall be the mark received for the Delayed Assessment and not the better of the 2 marks achieved. The mark for the Delayed Assessment/reassessment will be used to calculate progression and final classification.
- 6.8 In the case where a Delayed Assessment/reassessment is approved at a student's request, but the initial assessment has been attempted and passed, it will be assumed that the delayed attempt is no longer required and that the student will keep the mark unless they request otherwise. If a new attempt is requested then section 7.7 applies.
- 6.9 Where a student had not requested a delayed assessment/reassessment but this is recommended by an ECP, a student may choose whether or not to attempt the delayed assessment/reassessment. If they elect not to take the delayed assessment/reassessment the original mark obtained will stand.
- 6.10 Once a Delayed Assessment has been taken, the student cannot void the attempt and request to record the original mark.
- 6.11 An approved Delayed Assessment (including Reassessment) will normally take place during the next assessment period.

## **7 Approval of Extenuating Circumstances Requests and Extenuating Circumstance Panels**

- 7.1 The decision to approve an Extenuating Circumstances Request (ECR), where required, will be determined by Extenuating Circumstances Panel. Approval depends upon:
- (a) the ECR meeting the extenuating circumstances criteria outlined in section 3.2 (and consistent with the types of example in section 3.3);
  - (b) the requested mitigating adjustment being permitted under section 6.2; and
  - (c) the requested mitigating adjustment being reasonable.
- 7.2 Where an ECR clearly meets the criteria in section 3.2 (and is consistent with the examples in section 3.3) and the mitigating adjustment is permitted by section 6.2 and is reasonable (i.e. a request where no discretion in the decision making is required), the Chair of the ECP may approve the ECR.

7.3 In the case that:

- (a) the ECR does not clearly meet the criteria in section 3.2; OR
- (b) where the submitted evidence, if any, does not clearly support the application; OR
- (c) where the requested mitigating adjustment appears unreasonable (i.e. a request for an extension for an assessment more than one month in the future, or where the extension requested seems excessive); OR
- (d) the request is complex or borderline for approval; OR

approval will be determined by the Extenuating Circumstances Panel.

7.4 In the case that:

- a. The ECR relates to human error as outlined in 3.5; OR
- b. The ECR relates to technical problems related to a systems failure as outlined in 3.3 (j); OR
- c. The ECR has been submitted after the agreed deadline; OR
- d. The ECR has been provisionally approved by the ECP subject to receipt of a specified type of evidence; OR
- e. The requested type of evidence is not received: OR
- f. The evidence is not received by the agreed deadline;

approval will be determined by the Extenuating Circumstances Panel.

7.5 Each institution shall have an Extenuating Circumstances Panel (ECP) appointed by the Principal (or equivalent) which will consist of a pool of no less than 4 members to draw upon (one of whom will act as Chair).

7.6 The Chair of the ECP shall be a member of a/the Board of Examiners.

7.7 Chairs of Boards of Examiners are not permitted to act as ECP Chairs but may be members of the ECP.

7.8 A minimum of 2 members of the ECP pool are required to engage in the consideration of cases, with the exception of the Pre-Board ECP meeting (cf. section 7.9-7.17) where at least 3 members must be in attendance.

- 7.9 The consideration of ECRs by an ECP need not involve a physical meeting of members if alternative methods of discussion and mutual deliberation are available.
- 7.10 ECPs shall normally reach their decision and the student will be advised of the outcome within 3 working days of ECP meeting. In some instances it may be necessary to extend this deadline.
- 7.11 Before any meeting of the Board of Examiners where decisions about progression or classification are taken, there shall be a Pre-Board ECP meeting.
- 7.12 The Pre-Board ECP shall receive all ECRs and associated adjustments along with the record of all student marks to be considered by the Board of Examiners.
- 7.13 Where ECRs have already been considered and Extension and Delayed Assessment adjustments have been made, the ECP shall consider whether any additional adjustments may be appropriate.
- 7.14 Students may submit ECRs for ECs not previously reported no later than 10 working days prior to the meeting of the Pre-Board ECP. The only mitigating adjustment associated with late ECRs of this sort will be a request for special consideration by the Board of Examiners regarding decisions relating to progression and/or final classification (section 6.2(c)). ECRs reported later than 10 working days prior to the meeting of the Pre-Board ECP will be regarded as a late submission, therefore the ECR will be subject to the conditions in section 5.3.
- 7.15 The date of Pre-Board ECP meetings will be publicised to students. A deadline date for the submission of extenuating circumstances to Pre Board ECPs will be published to students.
- 7.16 The Pre-Board ECP shall determine the severity of impact of each student's ECs and make a recommendation to the Board of Examiners on how the impact of the ECs should be accommodated where appropriate. Recommendations may include:
- (a) Award of a higher degree classification;
  - (b) Where progression requirements have not been met, recommend to retake the year or a part of the year, with or without an interruption in a period of study or assessment, Reassessment or further Reassessment;
  - (c) For students in Stages 0, 1 or 2, provisional progression pending the successful outcome of the Delayed Assessment. This adjustment is available only where a student has failed a single module and has approval for a further attempt in the failed item(s). Assessment must be completed by the deadline set annually;
  - (d) That the student be transferred to an alternative course.

- (e) A further attempt (delayed assessment or reassessment) for an assessment classified as deadline or event.
- 7.17 The Board of Examiners will normally follow the recommendations of the Pre-Board ECP. If not, the minutes should record the justification for the rejection noting that any alternative arrangements shall only be approved by the Board if it is in the student's best interests. The record should preserve the confidentiality of the case (cf. section 2.1(i)).
- 7.18 When making decisions regarding appropriate adjustments, the Board of Examiners shall demonstrate (and have recorded) that it has fully considered the recommendations of the Pre-Board ECP.
- 7.19 Any adjustments must comply with any applicable Professional, Statutory and Regulatory Bodies' (PSRBs) requirements (e.g. maximum length of registration).

**These regulations apply to UEA validated Awards at the following institutions:**

**SMB Group (Brooksby Melton College)**

**Colchester Institute**

**Mountview Academy of Theatre Arts**

**The Royal Marsden School**

**South Essex College**

**West Suffolk College**

## **LATE SUBMISSION OF COURSEWORK GUIDANCE**

This is for students on **University of East Anglia** validated programmes who have not met an assignment deadline and wish to submit the work late and have their grades uncapped by the Extenuating Circumstances Committee. Please note that submission of this form does not mean the grades for the assignment will automatically be re-instated. You are encouraged to submit incomplete work if you cannot satisfactorily complete your assignment by the deadline so that in the event your claim is unsuccessful, you will still have grades for consideration by the Board of Examiners.

The final decision on late submissions will be made by the Extenuating Circumstances Committee. Non-approval of the request for re-instatement of grades does not affect a students' right to submit an Extenuating Circumstances request for consideration by the Extenuating Circumstances Committee for recommendation to the Board of Examiners.

## **EXTENUATING CIRCUMSTANCES - (PLEASE READ APPENDIX B BEFORE CONTINUING).**

This is for students who wish to make the Board of Examiners aware of any extenuating circumstances which they believe may have adversely affected their performance, ability to submit work or sit an examination. Only the most serious extenuating circumstances are likely to have a significant effect on overall results. Students are advised to take time to assess their situation carefully and only submit details of extenuating circumstances if they are sure that they have *significantly* affected the quality of their work.

Requests will be considered by the Extenuating Circumstances Committee, who will make a recommendation/refer a decision to the Board of Examiners. The Board of Examiners will consider the affected work in the context of the rest of a student's submissions through the year(s) and will consider what, if any, action is taken. The Board of Examiners will not change grades awarded, but will assess whether their performance was adversely affected and will take this into account when making decisions about student progress or degree classification.

**It is essential to inform the Board of Examiners of any extenuating circumstances before it meets. It will not be possible to appeal against any subsequent decision on the grounds of extenuating circumstances if a student could reasonably have been expected to inform the Board in advance.**

## **DEADLINE FOR SUBMISSION**

The form and supporting evidence should be submitted as follows:

**LATE SUBMISSION:** Submitted to *UCC Academic Services (room HE103 or [uccec@colchester.ac.uk](mailto:uccec@colchester.ac.uk))* **within 7 calendar days** of the coursework deadline.

**EXTENUATING CIRCUMSTANCES:** Submitted to UCC Academic Services (room HE103 or [uccec@colchester.ac.uk](mailto:uccec@colchester.ac.uk)) by **9<sup>th</sup> June 2023**.

**SUMMER REASSESSMENT PERIOD:** Extenuating circumstances claims only and be submitted to UCC Academic Services by **11<sup>th</sup> August 2023**.

Forms will not be accepted past these deadlines.

## APPENDIX A: MEDICAL EVIDENCE PROFORMA

Section 1 of this proforma must be completed by the student. It is the students responsibility to take this form to their Medical Practice to complete section 2. The University Centre Colchester will not get this signed on your behalf.

This proforma needs to be attached to the extenuating circumstances/late submission form. If Medical Practices prefer to use their own procedures, please attach that documentation instead.

### SECTION 1 to be completed by the student

Student Full Name:	
Date of Birth:	

I state that my work has been severely affected by the following medical condition: (please specify)

Date(s) Affected:	

I request my Medical Practice to validate this claim and return the document to me. I give my consent for this information to be supplied under the terms of the Access to Medical Records Act 1990.

Signed:	
Date:	

### ONCE COMPLETED, PLEASE TAKE THIS FORM TO YOUR MEDICAL PRACTICE

### SECTION 2 to be completed by the Medical Practice/Health Centre

Following the students' request, I/we can confirm that the student: (please tick)

<input type="checkbox"/>	Has/had a significant condition that should be taken into account
<input type="checkbox"/>	Has/had a condition that may be taken into account
<input type="checkbox"/>	There is no clinical evidence to support their statement
<input type="checkbox"/>	Is unfit to sit an examination on (date(s):
Other comments:	

Signed:	
Name:	
Date:	

Stamp of Medical Practice/Health Centre:

## **APPENDIX B: STUDENT GUIDELINES ON EXTENUATING CIRCUMSTANCES FOR PEARSON AWARDS**

### **About extenuating circumstances**

Extenuating circumstances are circumstances beyond your control which have an impact on your assessed work. Extenuating circumstances can fall into the following categories:

- Circumstances which cause you to perform less well in the assessment;
- Circumstances which cause you to miss an assessment event or not to submit an assessment;

University Centre Colchester has a specific policy and guidance on Late Submission:

- Circumstances where you are unable to submit coursework by the deadline or to attend a summative assessment event.

In general, extenuating circumstances will be of a medical or personal nature affecting you for any significant period of time and/or on the day of the assessment event, or immediately preceding the time of the deadline.

It is important to realise that only the most serious extenuating circumstances will have any significant impact on your overall performance, particularly when final classifications are being considered. Therefore, the Board of Examiners is unlikely to take any action unless it believes that the extenuating circumstances have had a material effect.

A Board of Examiners can only make judgements about the impact of extenuating circumstances in light of evidence of your academic ability demonstrated in non-affected work. Boards cannot make judgements about your potential to have gained a higher grade if there is no evidence in the rest of your performance to support this. Furthermore, unless it appears that the extenuating circumstances have had a material effect on your results, the Board of Examiners is unlikely to take any action. You should therefore consider carefully before submitting a form.

### **Informing the Board of Examiners**

It is your responsibility to inform the Board of Examiners about extenuating circumstances. You can do this by completing an extenuating circumstances form which will be considered by an Extenuating Circumstances Committee who will then make recommendations to the Board of Examiners regarding the effect your circumstances have had on your performance (including non-submission of work or absence from an exam).

Although you may have previously discussed your difficulties with staff in your department, this does not in itself constitute the submission of extenuating circumstances. You must formally submit an extenuating circumstances form for the Board of Examiners to consider; informal notification will not be considered by the Board. You need to complete an extenuating circumstances form by the published deadline. We cannot guarantee that forms submitted after this date will be referred to the Extenuating Circumstances Committee or sent directly to a Board of Examiners.

It is essential to inform the Board of any extenuating circumstances before it meets because you cannot subsequently appeal against any decision of the Board of Examiners on the grounds of extenuating circumstances if you could reasonably have been expected to inform the Board in advance. It is also your responsibility to explain fully the impact of extenuating circumstances on your work. If you do not sufficiently explain their impact then you cannot subsequently appeal and ask the Board to consider additional information.

### **About the Extenuating Circumstances Committee**

Extenuating circumstances will normally be considered by a small designated group within the institution; the Extenuating Circumstances Committee. The Extenuating Circumstances Committee will consider extenuating circumstances relating to examination performance, examination absence, coursework performance, late submission of work, the non-submission of coursework, and other extenuating circumstances affecting the academic year.

This committee meets during the year and recommend whether any action should be taken by the Board of Examiners in light of students' extenuating circumstances.

### **Information you need to include in your claim**

You should include on the form details of specific coursework or exams affected by your extenuating circumstances. Make sure you explain the impact these circumstances had on your performance. It is not the

role of the Board of Examiners to try to work this out or to seek further information on your behalf. Make your submission clear and concise.

Remember that Extenuating Circumstances Committees and Boards of Examiners are trying to determine whether the circumstances are likely to have significantly affected your academic performance.

### **Documentary evidence you need to provide**

It is in your interest to submit independent and reliable supporting evidence as part of your Extenuating Circumstances application. Supporting evidence should be relevant to the circumstances described in both nature and time frame. Without supporting evidence, the Extenuating Circumstances Committee/Board of Examiners may feel obliged to reject your claim.

- It is your responsibility to obtain evidence to support your claim and to ensure that it is submitted within the deadlines set by UCC Academic Services. All evidence must be submitted along with the relevant Extenuating Circumstances form;
- All evidence provided must align with or support the dates that you have outlined as part of your claim;
- Evidence should be presented appropriately, where possible on headed paper (or with a company stamp) and signed and dated by the appropriate qualified professionals or the author who are independent of the student. This includes staff working at the University. Evidence presented by email may be acceptable if the email has been sent by the author;
- University Centre Colchester reserves the right to ask to see original copies of supporting evidence and/or check on the validity of the document(s) you submit;
- All supporting evidence must be provided in English. It is your responsibility to arrange for documents to be translated and to incur any costs associated if they are not written in English. Translation should be undertaken by an accredited translator, e.g. by a member of the Association of Translation Companies;
- If it is found that supporting evidence has been fraudulently presented, this could be regarded as an academic offence and would be dealt with under the Academic Offences Procedures and/or UCC Disciplinary Policy. Alternatively, if supporting evidence is found to have been amended for any reason, it is likely to be deemed inadmissible;
- University Centre Colchester acknowledges that, in some situations, there may be legitimate reasons which make it impossible to provide documentary evidence. If this is the case, you must explain why in your application.

### Guidance on evidence

The following table provides examples of the types of acceptable circumstances that will be considered by the Board of Examiners and the associated evidence that is normally required. Examples are outlined to make clear the expectations and requirements; however this list is not exhaustive and does not guarantee that your request will be accepted.

University Centre Colchester considers each claim of extenuating circumstances on its own merits, as an individual case and according to the relevant procedure.

Circumstance	Required Evidence	Comments
Long term condition/disability	<ul style="list-style-type: none"> <li>▪ Written independent evidence on headed paper from a medical professional.</li> </ul> <p>The evidence is expected to provide an explanation of why and how your studies have been affected over and above any reasonable adjustments already made.</p>	Where the effects of a long-term health condition or disability may be expected to have a potential impact on your studies, it is expected that you would have discussed this in good time with UCC Academic Services before assessments to determine whether UCC needs to make reasonable adjustments to your studies or assessments.

		The Board of Examiners will consider cases for this scenario where a new conditions or disability is diagnosed too late to allow reasonable adjustments to be considered or put in place, or if you have been affected by a sudden deterioration or change in your condition.
Physical/mental illness or acute personal/emotional circumstances: including long term and short term	<ul style="list-style-type: none"> <li>A medical letter/certificate from an appropriate medical professional.</li> </ul>	<p>Please note that many medical professionals will not issue medical certificates either for short-term or minor illnesses, neither will they issue medical certificates when you were not treated at the time and you report your illness to a doctor retrospectively.</p> <p>In many cases Boards of Examiners may judge that a short-term or minor illness has not had a significant effect on your overall performance.</p>
Hospitalisation: including accident or emergency	<ul style="list-style-type: none"> <li>A medical letter/certificate from the relevant hospital confirming the nature and severity of your circumstances and the likely period of impact on your ability to undertake formal assessment and/or study. Letter of appointment for a specialist consultation, investigation or outpatient treatment.</li> </ul>	
Family illness	<ul style="list-style-type: none"> <li>A medical letter/certificate from an independent medical professional.</li> </ul>	Confirmation of the nature and severity of the family circumstances and the likely impact it is having on your ability to undertake formal assessment and/or study will need to be outlined as part of the evidence.
Bereavement	<ul style="list-style-type: none"> <li>A death certificate or a letter confirming the death from an independent person (usually not a family member).</li> <li>Other evidence can include a funeral service booklet, newspaper obituary or letter from the minister.</li> </ul>	The claim should make clear the nature of the relationship between you and the deceased and how your ability to study has been affected. This is particularly necessary where the relationship is not within the immediate family (e.g. a step-grandparent, a cousin) or the relationship is not one of kinship (e.g. death of a friend, death of a friend's parent). Successful claims relating to bereavement will normally be accepted for the term in which the bereavement occurred, however if you consider that you have been affected for longer, additional evidence of how you have been affected will be required (e.g. letter from GP or counsellor).
Pregnancy, Maternity and Paternity: including a difficult or unplanned pregnancy	<ul style="list-style-type: none"> <li>A medical letter/certificate from an appropriate medical professional.</li> </ul>	
Crime: including being the victim of violent crime, theft	<ul style="list-style-type: none"> <li>A written statement of events which is supported by written evidence</li> </ul>	

or being investigated by the police	<ul style="list-style-type: none"> <li>from the Police (including a crime reference number).</li> <li>Solicitor letter</li> <li>A medical letter/certificate from an appropriate medical professional.</li> </ul>	
Domestic disruption	<ul style="list-style-type: none"> <li>A letter from an appropriate independent individual/authority detailing the relevant circumstances and an indication of the likely impact with their contact details provided relating to a significant and unforeseen domestic disruption.</li> </ul>	This applies only in relation to examinations unless the circumstances are exceptionally severe and extended. Disturbances caused by housemates would generally be considered to be normal and therefore not acceptable as an extenuating circumstance.
Relationship problems/breakdown: including relationship with a partner or parental relationship	<ul style="list-style-type: none"> <li>A change of address/bank account/tenancy agreement</li> <li>Letter from a third party e.g. a family friend, relative, a counsellor or a solicitor</li> </ul>	<p>The Board of Examiners will need to have sufficient evidence to take into consideration the timing of the break-up and the duration of the relationship and any associated circumstances (e.g. change of accommodation) which may also have impacted on your performance.</p> <p>Details of the nature of the relationship (i.e. whether it is the break-up of your own relationship or of a relationship which has a significant impact on them (e.g. parental separation/divorce), a statement of the extent to which you consider it has impacted on you and any evidence which can be provided, preferably by a third party.</p>
Exceptional financial difficulties	<ul style="list-style-type: none"> <li>Letters (bank, Student Finance, Council, employer etc.)</li> <li>Bank statements</li> <li>A medical letter/certificate from an appropriate medical professional.</li> </ul>	The Board of Examiners will only consider cases where there is clear evidence that the situation is serious, unexpected and not of your own making as financial difficulties commonly experienced by students are not extenuating.
Major and exceptional travel disruption	<ul style="list-style-type: none"> <li>Weather, traffic or other incident report</li> <li>Correspondence from the travel provider</li> <li>Tickets</li> </ul>	You will need to include a clear statement of what has occurred and how you consider it has affected your performance. The Board of Examiners may consider whether you allowed enough time for travel.
Serious or significant personal incidents: including house fire, homelessness, direct experience of natural disaster	<ul style="list-style-type: none"> <li>Insurance documentation</li> <li>Letter (Solicitor, Council, employer, etc.)</li> <li>Documentation from the Citizen's Advice Bureau</li> <li>A medical letter/certificate from an appropriate medical professional.</li> </ul>	
Jury Service (UK)	<ul style="list-style-type: none"> <li>A letter from the Court together, where appropriate, with proof that a deferral has been requested and rejected or proof that a previous request for deferral has been accepted.</li> </ul>	If you are asked to undertake jury service that would affect your ability to meet any of the requirements of your programme, you should normally make a request to the Court for the Jury Service to be deferred. You should discuss the impact of jury service with your department and whether you should make a deferral request.

Unusual extreme pressures of work/incident in placement (placements only)

A letter from your line manager or placement supervisor detailing the relevant circumstances and their impact

The Board of Examiners will have to be satisfied that the pressures referred to were substantially greater than the normal pressures associated with such activities.

### **Circumstances NOT taken into account**

It is not possible to list every circumstance that the Board of Examiners would not accept or take into account. However some of the more obvious examples are listed below:

- general pressure of work is not taken to be circumstances beyond your control, as you are expected to plan your work schedule;
- a short-term problem or illness which has occurred during the year and which is not deemed to have had an overall effect on your performance;
- personal disruptions or events which could have been anticipated; such as holidays, weddings, changing address or employment, religious holidays or festivals which are usually known in advance;
- excessive demands on time or pressure of one's employment, which could have been anticipated;
- financial constraints commonly experienced by students;
- missing an examination because you misread the timetable or overslept;
- having more than one examination on the same day or on consecutive days (unless you were already suffering from illness or injury);
- problems with the teaching timetable where you have not taken the necessary action to ensure that appropriate unit choices are made;
- where extenuating circumstances have affected you throughout your time at University, it is difficult to determine what your grades might have been like otherwise. In such cases, the Board of Examiners is unlikely to take any action.

### **About the Board of Examiners**

A Board of Examiners is the formal body which considers the grades for each student. It approves the grades, decides whether students can proceed to the next year, and decides on final classifications. It comprises a small number of academic staff from the relevant department(s) for the courses under consideration and is normally chaired by a Dean. Not all members of academic staff are members of the Board of Examiners.

The Board of Examiners consider all candidates anonymously, by examination candidate number and great care is taken over the confidentiality of information supplied by students.

### **How the Board of Examiners assess your extenuating circumstances**

Boards of Examiners try to determine whether, and to what extent, extenuating circumstances have affected your academic performance, and determine what action, if any, can be taken. In assessing the significance of extenuating circumstances, Boards will normally take into account:

- the severity of the problem and the length of time involved;
- any supporting documentary evidence;
- whether all work in the same period appears to have been equally affected;
- whether it is possible to gauge the effect of the extenuating circumstances upon academic performance;
- whether your achievement is consistent with past performance;

- the type of assessment affected, and how long you had to complete the work (ie date when work set and deadline for submission).

Boards cannot estimate potential. For example, if you have performed at pass level in your other exams, and then miss an exam in which you believe that you could have got a merit because you had prepared well, you cannot expect a Board of Examiners to share your view. Boards cannot impute grades, that is, add grades or estimate what your grade might have been.

### **Possible action taken by Board of Examiners**

The Board of Examiners will try to ensure a fair result based on your overall performance. It could take a number of actions including:

- allowing a reassessment attempt to be treated as a first sit, often for uncapped grades where capping applies;
- instating a formative grade for a late piece of work

### **Action NOT taken by Board of Examiners**

Boards of Examiners will not:

- permit a student who presents extenuating circumstances to proceed to the next year of study if he or she has not met the necessary requirements, unless the examiners are satisfied that it is appropriate to do so on academic grounds;
- permit students to fail a core unit or fail any published variations to the rules of assessment;
- add extra marks because a student's work has been affected by extenuating circumstances;
- amend grades from previous years of study;
- award a higher class of classification if the examiners are not satisfied that this is a fair result based on the student's demonstrated academic performance;
- annotate statement of results/transcripts with comments about the existence of extenuating circumstances.

## APPENDIX B – Extenuating Circumstances Form

**EXTENUATING CIRCUMSTANCES FORM****CONFIDENTIAL**

<b>Student ID Number</b>		<b>Full Name</b>	
<b>Correspondence address for this claim</b>			
<b>Course Title</b>			

**It is essential you inform the Board of Examiners of any extenuating circumstances before it meets as you cannot subsequently appeal against any decision of the Board of Examiners on the grounds of extenuating circumstances if you could reasonably have been expected to inform the Board in advance.**

**Please take time to assess your situation carefully and only submit details of extenuating circumstances if you are sure that they have significantly affected the quality of your work**

Please confirm the period affected by your circumstances (e.g. 1 March – 13 April)

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If you believe your coursework during the year was significantly impaired or you were unable to submit the work, please list the affected modules and describe clearly how it was affected - including dates of the period covered.

Module Title	Assessment Type	Published Deadline	Submission Date
Nature of claim			
Module Title	Assessment Type	Published Deadline	Submission Date
Nature of claim			
Module Title	Assessment Type	Published Deadline	Submission Date
Nature of claim			

List below the documentation which you have attached/enclosed in support of your statement. **Please note that University Centre Colchester will NOT seek evidence on your behalf** – it is your responsibility to do this. The University reserves the right to check on the validity of the document(s) you submit by contacting the third party directly. The Extenuating Circumstances Panel reserves the right to reject cases where evidence is not provided.

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### **DECLARATION**

Submitting a false claim or fraudulent documentation is a serious matter and is a disciplinary offence, which will be dealt with under the Disciplinary Policy. We reserve the right to check on the validity of document(s) submitted by contacting the third party directly.

By submitting a late submission of coursework form I am agreeing to University Centre Colchester holding and processing the information provided above and any documentation I provide to support my claim. Although the information provided will be used primarily for the purposes of this request, University Centre Colchester reserves the right to utilise the information for any relevant purpose linked to my studies as a UCC student. This information will be retained in line with the UCC's retention policy which can be found at [www.colchester.ac.uk](http://www.colchester.ac.uk) and may be shared with external bodies such as, but not limited to, the Office for Students (OFS), Office of the Independent Adjudicator (OIA) and the Quality Assurance Agency (QAA).

I confirm the circumstances listed within this Extenuating Circumstances claim

Signed:	
Date:	

**PLEASE SUBMIT COMPLETED FORMS TO ROOM HE102 OR BY EMAIL TO:  
UCCEC@colchester.ac.uk**

### **Circumstances not taken into account or accepted by a Board of Examiners**

It is not possible to list every circumstance that the Board of Examiners would not accept or take into account.

However some of the more obvious examples are listed below:

- General pressure of work – students are expected to plan their work schedules
- A short-term problem or illness which has occurred during the year and which is not deemed to have had an overall effect on performance
- Personal disruptions or events which could have been anticipated; such as holidays, weddings, changing address or employment, religious holidays or festivals which are usually known in advance
- Excessive demands on time or pressure of one's employment (except for full-time employees who are registered for a part-time degree)
- Financial constraints commonly experienced by students
- Missing an examination because of misreading the timetable or oversleeping
- Having more than one examination on the same day or on consecutive days (unless the student was already suffering from illness or injury)

Where extenuating circumstances have affected a student throughout his/her time at University Centre Colchester, it is difficult to determine what the student's marks might have been like otherwise. In such cases, the Board of Examiners is unlikely to take any action.

**ALL SECTIONS MUST BE COMPLETED FOR THIS FORM TO BE CONSIDERED**

**PERSONAL DETAILS (block caps)**

Full Name:	
Student ID Number:	
Course Title:	

Do you believe that the reason for your late submission only applies to this/these assessment(s)?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

If no, please complete an Extenuating Circumstances form instead.

**AFFECTED ASSESSMENTS**

Module Title	Assessment Type	Published Deadline	Submission Date:
Nature of claim			
Module Title	Assessment Type	Published Deadline	Submission Date:
Nature of claim			

Do you believe that your circumstances have now been resolved and that you are fit to continue with the remainder of your programme?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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## SUPPORT SERVICES

If you have spoken to a member of the course team or support staff about your situation, please fill in the details below. Although we do not routinely contact staff, we may need to contact them for further information.

Name of staff member or service:	
Date contacted:	
Please give brief details:	

## EVIDENCE

Evidence to back your application must be included with this form? Failure to provide evidence may result in your application being declined.

Please list documentation submitted in support of your request:

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## DECLARATION

Submitting a false claim or fraudulent documentation is a serious matter and is a disciplinary offence, which will be dealt with under the Disciplinary Policy. We reserve the right to check on the validity of document(s) submitted by contacting the third party directly.

By submitting a late submission of coursework form I am agreeing to University Centre Colchester holding and processing the information provided above and any documentation I provide to support my claim. Although the information provided will be used primarily for the purposes of this request, University Centre Colchester reserves the right to utilise the information for any relevant purpose linked to my studies as a UCC student. This information will be retained in line with the UCC's retention policy which can be found at [www.colchester.ac.uk](http://www.colchester.ac.uk) and may be shared with external bodies such as, but not limited to, the Office for Students (OFS), Office of the Independent Adjudicator (OIA) and the Quality Assurance Agency (QAA).

I confirm that the circumstances and the late submission of coursework are accurate and truthful.

Signed:	
Date:	

Once completed this form should be returned to HE102 or emailed to [UCCEC@colchester.ac.uk](mailto:UCCEC@colchester.ac.uk)