



# Regulations for Students on University of Essex Programmes

**2022/23**

## Extenuating Circumstances

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# EXTENUATING CIRCUMSTANCES

## 1 Definition

- 1.1 Extenuating circumstances are formally defined as "circumstances beyond the student's control which have an impact on their assessed work". Extenuating circumstances can fall into the following categories:
- Circumstances which cause the student to perform less well in the assessment;
  - Circumstances which cause the student to miss an assessment event or not to submit an assessment;
  - Circumstances where the student is unable to submit the coursework by the deadline or to attend a summative assessment event;
  - Circumstances which mean the student needs extra time to submit a dissertation (taught postgraduate students only).
- 1.2 In general, extenuating circumstances will be of a medical or personal nature affecting the student for any significant period of time and/or on the day of the assessment event, or immediately preceding the time of the deadline.

## 2 Procedures for notification of Extenuating Circumstances

- 2.1 If a student informs a member of staff that extenuating circumstances have affected a piece of **coursework** he or she is submitting, the member of staff should tell the student to submit an extenuating circumstances form, failing which the extenuating circumstances may not be taken into account by the examiners.
- 2.2 Where **examinations** are missed due to illness, or students claim to have been affected their assessment, the member of staff should tell the student to submit an Extenuating Circumstances Form, failing which the extenuating circumstances will not be taken into account.
- 2.3 It is the students responsibility to inform University Centre Colchester of any circumstances that they feel may have affected their assessed work or examinations by submitting an Extenuating Circumstances Form by the stipulated deadline.
- 2.4 Students are invited to make a statement on their Extenuating Circumstances Form regarding what they consider to be the material effect their extenuating circumstances may have had on their results, on their ability to undertake the assessment or on their ability to meet deadline.
- 2.5 Students are normally required to submit third party documentary evidence to support their claim, in accordance with the relevant guidance.
- 2.6 Guidance for students on submission deadlines, and required supporting evidence, for extenuating circumstances and late submission of coursework claims can be found in Appendix 2.
- 2.7 The Extenuating Circumstances Form must be completed and returned to UCC

Academic Services (along with the medical evidence form where appropriate) before the deadline specified on the form for the current year. If a student is making a late submission of coursework claim the form should be submitted within one week of the assessment deadline. Forms can be submitted in person to UCC Academic Service in room HE103 or via the email address [uccec@colchester.ac.uk](mailto:uccec@colchester.ac.uk) UCC reserves the right to check on the validity of any document submitted by contacting the third party directly.

- 2.8 Deciding whether circumstances are extenuating is a matter of judgement. The impact of circumstances on different forms of assessment of different disciplines may not be the same. The range of things that can happen and how that affects people is too large to list. As a result whether circumstances extenuate should be decided by a small committee of members relying on their discretion, judgement and experience; the Extenuating Circumstances Committee.

### **3 Extenuating Circumstances Committee and Boards of Examiners**

- 3.1 All applications for Extenuating Circumstances will be considered by a UCC Extenuating Circumstances Committee which will normally meet at the end of each semester and after the resubmission period. The committee considers extenuating circumstances claims for all taught students in relation to:

- Late submission of coursework;
- Extenuating circumstances claims for exam absence, non-submission and/or completion of assessment, and extenuating performance;
- Request for an extension to submit a dissertation (taught postgraduates only).

- 3.2 The committee will take decisions on claims as follows:

- Late submission claims, where the committee decides the claim is valid, to permit work to be marked and for the mark to count;
- Extenuating circumstances claims, where the committee decides the claim is valid to invite the internal board to refer/make a recommendation to the exam board;
- Postgraduate Taught dissertation extension, where the committee decides the claim is valid, to grant an extension of up to one month.

- 3.3 The committee may defer a decision on an application where insufficient evidence has been provided. The full terms of reference for the Extenuating Circumstances Committee can be found in Appendix 1.

- 3.4 Boards of Examiners must try to determine whether and to what extent, extenuating circumstances have affected academic performance and what action, if any, should be taken. Boards will normally take into account the following:

- 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 the student's achievement is consistent with past performance;
- The type of assessment affected, and how long the student had to complete the work (i.e date when work set and deadline for submission).

3.5 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 a student's control, as they are expected to plan their 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 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 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);
- Problems with the teaching timetable where a student has not taken the necessary action to ensure appropriate module choices are made;
- Where extenuating circumstances have affected a student throughout their time on programme, it is difficult to determine what a student's academic profile might look like otherwise. In such cases the Board of Examiners is unlikely to take any action.

#### **4 Powers of the Board of Examiners**

4.1 On the basis of recommendation(s) by the Internal Board a Board of Examiners may agree to take no action or to take other appropriate actions, including those below:

- Where there is no mark available for a module at all, or there is a mark below a pass and insufficient evidence that the learning outcomes have been met, the

board can recommend that the assessment be taken again as a first attempt;

- To offer voluntary reassessment as a first attempt in case where a student has passed a module but the mark appears to be out of line with other marks;
- Where a student's performance has been affected by extenuating circumstances resulting in a mark above a pass, but out of line with the rest of the grid; the Board of Examiners will be able to exercise discretion by zero-weighting certain elements of assessment as appropriate provided learning outcomes are still met. Normally the affected element(s) should not constitute more than one third of the module;
- Where a student's performance has been affected by extenuating circumstances resulting in a mark below a pass, or no mark at all, the Board of Examiners will be able to exercise discretion where other evidence exists of learning outcomes having been met, (e.g. a coursework mark but no exam mark). In such cases the Exam Board can offer uncapped resits or zero-weight elements of assessment normally up to one third of the module as appropriate to calculate the mark for the course/module, or a combination of these;
- Where a student is prevented from attempting reassessment by accepted extenuating circumstances, offer the opportunity to either proceed to the next year (where up to 30 non-core failed modules can be condoned) or to undertake reassessment;
- Where second year students have achieved the necessary number of credits for the current year, and the exam board is unable to resolve the issue in the current year, it can carry forward the extenuating circumstances to the final year for consideration when the board confirms the degree classification;
- In very serious cases where an entire second or final year of a degree is affected by extenuating circumstances, the exam board might agree that the final classification be based on the unaffected year;
- Exceptionally, in the case of serious extenuating circumstances, permit students who are in their second year of study to trail up to 30 failed credits into the final year. Reassessment of the failed credits will take place alongside their final year components. (This outcome will normally only be used by the exam board which meets following reassessment, for example by a 2<sup>nd</sup> year September resit board);
- To extend a student's maximum period in a case where the circumstances are significant and the student must undertake repeat study or reassessment in the next academic year;
- Award an *Aegrotat* degree (for Undergraduate students only);
- Take no action because there are insufficient or illegitimate grounds, e.g. complaints about exam timetable (these are dealt with under an earlier procedure at confirmation of examination entry);
- Take no action because no material effect on the outcome is possible;

- Take no action because the extenuating circumstances have no material effect on the final degree result, e.g. a student's results suggest a clear 2.1 classification in any case.

4.2 The following actions are not valid as students must achieve credit:

- Leaving coursework, exam or module aggregate marks blank on grid;
- Condoning a failed module and removing FAIL from the transcript.

4.3 A Board 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 a student to fail a core module or fail any published variations to the rules of assessment;
- Award a higher class of degree if the examiners are not satisfied that this is a fair result based on the student's demonstrated academic performance;
- Add extra marks because a student's mark has been affected by extenuating Circumstances;
- Amend marks from a previous year of study;
- Annotate statement of results/transcripts with comments about the existence of extenuating circumstances.

## **5 Appeal against the decision of an Extenuating Circumstances Committee**

5.1 A student may appeal by writing to UCC Academic Services setting out their grounds for appeal and providing all supporting evidence. Students must do so within 10 working days of the publication of the Extenuating Circumstances Committee decision to reject a student's claim. Students may submit an appeal on the following grounds:

- Further information of which the Extenuating Circumstances Committee was unaware and of which the student could not reasonably have been expected to inform the Committee in advance, of such a nature as to cause reasonable doubt as to whether the result might have been different had they not occurred;
- Procedural irregularity in the conduct of the Extenuating Circumstances Committee (including alleged administrative error) of such a nature as to cause reasonable doubt as to whether the outcome might have been different had they not occurred.

5.2 The Chair of the Extenuating Circumstances Committee will refer to the Committee any appeal that meets the stated criteria. The Extenuating Circumstances Committee will decide whether the appeal is well founded and what if any action to take.

- 5.3 If the Committee dismisses the appeal or if the student is dissatisfied with any other decision taken by the Committee they may be able to appeal under the Academic Appeals Procedures for students on University of Essex programmes once their end-of-year results have been published.

## APPENDIX 2 - EXTENUATING CIRCUMSTANCES AND LATE SUBMISSION OF COURSEWORK GUIDANCE



### LATE SUBMISSION OF COURSEWORK GUIDANCE

This is for students on **University of Essex (UoE)** validated programmes who have not met an assignment deadline and wish to submit the work late and have their marks uncapped by the Extenuating Circumstances Committee. Please note that submission of this form does not mean the marks 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 marks 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 marks 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 marks 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)) dates to be published

SUMMER REASSESSMENT PERIOD: Extenuating circumstances claims only and be submitted to UCC Academic Services dates to be published

Forms will not be accepted past this deadline.



## 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 UNIVERSITY OF ESSEX 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;
- Circumstances which mean you need extra time to submit a dissertation (taught postgraduate students only);

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 degree 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 mark 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;
- The 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>	<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.</p> <p>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.</p>
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</p>

		Examiners may judge that a short-term or minor illness has not had a significant effect on your overall performance.
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 or being	<ul style="list-style-type: none"> <li>A written statement of events which is supported by written evidence from</li> </ul>	

investigated by the police	<p>the Police (including a crime reference number).</p> <ul style="list-style-type: none"> <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>	<p>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.</p>
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>	<p>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.</p>
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>	<p>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</p>

		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)	<ul style="list-style-type: none"> <li>A letter from your line manager or placement supervisor detailing the relevant circumstances and their impact</li> </ul>	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.

### Self Certification

University Centre Colchester recognises that in the case of medical extenuating circumstances for minor illnesses, you may not need, or be able to seek, medical attention and therefore will be unable to provide supporting evidence. In such cases, you may Self Certify on the following basis:

- You are only able to self-certify on two separate occasions each year (the dates for the two separate occasions should not be sequential)
- You are only able to self-certify for up to five days per claim
- You may self-certify for any form of assessment (coursework or exam)
- Self-certification should only cover illness for which medical help would not normally be sought

### 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 module choices are made;
- where extenuating circumstances have affected you throughout your time at University, it is difficult to determine what your marks 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 marks for each student. It approves the marks, decides whether students can proceed to the next year, and decides on the degree classifications for final year students. 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. In the second and subsequent years, and for masters courses, External Examiners would normally also attend. 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 2.2 level in your other exams, and then miss an exam in which you believe that you could have got a 2.1 because you had prepared well, you cannot expect a Board of Examiners to share your view. Boards cannot impute marks, that is, add marks or estimate what your mark 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:

- amending the assessment of a module by changing the weighting of particular units that contribute to the overall course assessment;
- discounting particular modules, or pieces of work from the assessment of the year or the programme of study;
- allowing a reassessment attempt to be treated as a first sit, often for uncapped marks where capping applies;
- instating a formative mark for a late piece of work

Wherever possible a Board will try to make a decision about what, if any, action can be taken in the second year in the case of problems affecting second year undergraduate students. However sometimes it may not be possible for the Board to determine what action would be reasonable, and it may therefore carry forward the extenuating circumstances for consideration by the final year Board when the Examiners will have at least two years' worth of marks to review.

In the case of severe extenuating circumstances affecting the final months of a final year undergraduate student's studies there is provision for a Board to consider the award of an aegrotat degree.

### **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 module 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 marks from previous years of study;
- award a higher class of degree 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.

**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.

# LATE SUBMISSION OF COURSEWORK FORM



## **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	
No	

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		No	
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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)