

UNIVERSITY OF NOTTINGHAM EXTENUATING CIRCUMSTANCES FORM

Section A to be completed by student and submitted to your School within 7 working days of the last component of the assessment

Please indicate why the form is being completed by ticking the appropriate box or boxes:

- Explanation for absence from an examination/assessment
- Claim for extenuating circumstances to be taken into account when an assessment has been attempted
- Request for extension to coursework deadline beyond end of Semester in which it is due (see School Office for short extension requests)
- Request for extension to dissertation/project deadline
- Request for short coursework extension within assessment period to be approved by School*

SECTION A To be completed by student:

Student name: ID number: School:
Course:

Nature of circumstances:

NB: Forms which are not fully completed and without the required documentary evidence will not be considered; if the evidence is not in English an authenticated independent translation must also be attached

- Religious Observance** (in exceptional circumstances when it has not been possible to make suitable exam arrangements in the exam period)
- Illness/Hospitalisation** please supply medical evidence from appropriate medical adviser
- Bereavement** (death of close relative or friend) Please supply death certificate or supporting letter from an independent source
- Family illness** Please supply medical evidence from an appropriate medical adviser
- Victim of crime** A crime reference number plus any written evidence available from the police must be supplied
- Acute emotional/personal circumstances** Please supply a letter from the University Counselling Service or equivalent and/or medical evidence
- Expeditions for sport of national significance** A letter of confirmation from the relevant organising body will be required

The Procedure and Guidance available at <http://www.nottingham.ac.uk/quality-manual/assessment/pro-guid-ext-cir.htm> sets out full information on the type and quality of evidence required, and also lists examples of circumstances which would not normally be considered by the University to be acceptable reasons.

PLEASE COMPLETE THE FIRST 4 COLUMNS OF THE TABLE IN SECTION B TO INDICATE WHAT MODULES AND PIECES OF WORK HAVE BEEN AFFECTED AND STATE BELOW THE EFFECT THAT YOUR EXTENUATING CIRCUMSTANCES HAVE HAD ON YOUR PERFORMANCE

Signed:

Date:

All evidence submitted in support of an extenuating circumstances claim will be treated with full confidentiality in accordance with the Data Protection Act and will be disclosed only to appropriate members of the Academic Office and Assessment Group of Taught Courses Committee

* Schools have discretion to approve requests for short extensions to coursework within the assessment period; if the extension requested goes outside this time limit then the recommendation must be forwarded to the Assessment Group of TCC for a decision
Any further comments from Assessment Group: see overleaf

SECTION B For completion by Student, School and Assessment Group where indicated

Information relating to module(s) affected by extenuating circumstances – for completion by student				School or Departmental Recommendation*		Assessment Group of TCC decision
Module Code	Module Title	Assessment Period	Original deadline or date of examination	Proposed action to be taken (select code as appropriate from below)	Please state School view whether with or without sufficient cause	(See table below of meaning of code given)

It is the responsibility of the student’s home School to contact other Schools concerned with the candidate. Please confirm this has been done: YES/NO

CODES FOR USE BY SCHOOLS TO INDICATE PROPOSED ACTION TO BE TAKEN:

(where student is required to take examination(s) and also submit coursework please enter both codes)

- A Examination(s) to be taken as a first sit in August/September reassessment period
- B Coursework to be submitted as a first sit in August/September reassessment period
- C Examination(s) to be taken as a reassessment in August/September reassessment period
- D Coursework to be submitted as a reassessment in August/September reassessment period
- E Extension to coursework/dissertation to be granted beyond the end of the assessment period: please give new deadline above
- F Module to be retaken as for first time as registered student next Session (repeat tuition fee payable)
- G Module to be repeated as a reassessment as a registered student next Session (repeat tuition fee payable)
- H Module to be reassessed as an external candidate next Session at the student’s request
- I Short extension within assessment period within remit of School to be approved*
- J Other

Signed on behalf of the School:
 Position:

ASSESSMENT GROUP OF TAUGHT COURSES COMMITTEE DECISION CODES

- 1 Approved
- 2 Not approved – reason given is not acceptable within the University’s Extenuating Circumstances Policy
- 3 Not approved – supporting evidence does not cover the relevant period
- 4 Not approved – evidence not supplied by an approved source
- 5 Not approved – evidence is insufficient to support the student’s claim of seriousness of impact
- 6 Not approved – wording of evidence supplied does not support the student’s claim
- 7 Other