

CLAIM FOR EXTENUATING CIRCUMSTANCES

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Personal data collected on this form will only be used for the purpose of student and course administration as required by the institution and will be retained on your file.

Part A: Your Personal Details

Student Name: _____

Address: _____
_____ Post Code: _____

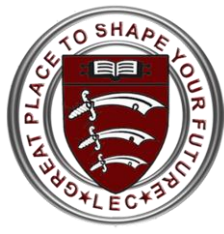
Course Title: _____

Course Level: _____ Std Reg No: _____

Part B

Please list the examinations / assignments for which you wish to claim extenuating circumstances

Unit/ Module Title	Type of Assessment (e.g Exam, Essay, Coursework)	Date(s) of Exam of Coursework Submission	Assignment/Exam Completed (Yes/ No)



Where does the extenuating circumstances relate to? (Tick as appropriate)

- Your own personal illness?
- Death or serious illness of the immediate family or another person with whom you had a close relationship?
- Serious disruption to public transport preventing your attendance at an examination

Please describe the specified circumstances and how they affected your performance in the examination(s) or assessment(s).

Continue on a separate sheet if necessary

Have you attached supporting evidence to support your claim/request?

- Yes No

DECLARATION

Student Name: _____

Date: _____

Signature: _____

FOR OFFICE USE:

Staff Name: _____

Date: _____

Signature: _____





Extenuating Circumstances Guidelines

An Award and Progression Examination Board decides on your progression within your programme or the final award you receive on completion of the programme. For most students the decisions made by the Board will be determined wholly by the results of the assessments taken during the year. In some cases, however, it is recognised that there may have been circumstances (extenuating circumstances) outside the students' control which caused them to miss or fail assessments they might otherwise have passed. In such cases the Board would wish to take these circumstances into account when making its decision. These guidance notes are intended to explain what extenuating circumstances are, how you can make a claim for extenuating circumstances, how such claims are considered, and what happens after a claim has been considered.

Overseas Students

Please be aware that the UKBA regulations state that a student should not be allowed to attempt a unit more than 3 times (this means repeating a unit more than 2 times). Even if a student has had extenuating circumstances supported by their university, these UKBA regulations still apply. Overseas students are seriously at risk of not being allowed to renew their visa if they have exceeded the 3 attempts.

What are extenuating circumstances?

In order for a claim for extenuating circumstances to be successful, it must provide evidence that the circumstances were:

non-academic; unexpected; significantly disruptive; arising from matters beyond a student's control; likely to have affected the student's academic (including clinical) performance (or ability to attend in whole or part) to an extent that is material.

In practice the grounds for a claim for extenuating circumstances are likely to be limited to:

- serious personal illness which is not a permanent medical condition (a permanent medical condition can be taken into account by different means);
- the death or serious illness of a family member, or other person with whom the student had a close relationship, before the date of the assessment (in which case the student would need to provide verifiable evidence of the close relationship to the sick or deceased person);

- missing part or all of an examination as a result of serious and unforeseeable disruption to public transport that is fully evidenced. (Note: delays in arriving at the institutions due to problems with private transport e.g. traffic congestion or breakdown, will not be acceptable grounds for a claim for extenuating circumstances).

A claim for extenuating circumstances on the grounds that you have family, work, financial or other general problems is unlikely to be successful, unless you can produce medical evidence that your health has been severely affected. You may not claim extenuating circumstance on the grounds that:

- you consider the marks given to your work to be too low
- your visa application was rejected
- you did not understand or were unaware of the programme regulations
- you misread or missed the published examination timetable
- work was lost, because of a technical or other failure (e.g. computer failure)

How do I submit a claim?

You must complete the Claim for Extenuating Circumstances Form, detailing the specific circumstances that you want taken into account and show how they affected your performance. You need to attach the following documents (originals where possible, or validated copies) to your claim form:

- For serious personal illness - a doctor's letter that directly and clearly links the personal illness with sub date and the ability to perform
- For the death or serious illness of a member of your immediate family or another person with whom you had a close relationship - a death certificate or other relevant documentation; if the person concerned is not a member of your immediate family you will need to provide evidence of the closeness of your relationship with that person
- For serious disruption to public transport - a letter or other statement from Transport for London or other bus or rail company confirming the details of the disruption together with details of your address and your normal route to the college.



When should I submit any claim?

You should take the completed form or post it to LEC Admin Department to be received by 5.00 p.m. no more than 5 days after the examination or submission date for the coursework.

The LEC Academic Department will not consider claims submitted late. The date of your submission is the date on which it is received and stamped by the administration

You are strongly advised to keep a copy of your claim form for future references

Evidence

Evidence submitted in support of a claim for extenuating circumstances should be in English. It is the student's responsibility to have any evidence translated. The translation must be done either by the professional who has written the letter/note etc, or else by a solicitor.

In addition, the evidence should satisfy as many as possible of the following criteria: it should be objective (i.e. provided by an independent third party), verifiable (confirmed by an official person and/or organisation), and relevant (linked directly with the timing and circumstances of the claim). A claim should be supported by original documents (or independently verified copies) or other appropriate independent evidence dating from the time the circumstances occurred e.g. if you were ill in March, a doctor's letter dated in June would not be accepted. Where the link between the evidence and your claim is not established by your surname, copies of birth certificates and/or marriage certificates must be provided to enable the evidential link to be verified.

If you are unable to gather the evidence to support your claim in time to meet the submission deadline you may still submit your claim, stating the basis for the claim e.g. death of a member of your immediate family. You should also state clearly on the form why you could not provide the evidence at that time and provide an indication of when the evidence is likely to become available. It will not be possible for a decision on your claim to be reached until the evidence is provided.

How claims for extenuating circumstances are considered

Academic panel/staff would normally meet to consider claims for extenuating circumstances before the meetings of the assignment board for moderation. The panel/board considers the claim forms and supporting documents, decisions can be one of the following:

- a. claim supported for the current semester: where the panel has concluded, on the balance of probabilities that the claim meets the requirements set out in the regulations; and is supported by evidence as set in the regulations;
- b. claim acknowledged, evidence to follow: in this case the panel will identify a deadline by which the supporting evidence is to be supplied, and the nature of the evidence likely to be required
- c. claim rejected, reasons for non-submission of evidence rejected: in this case the panel will make clear the grounds upon which it is unwilling to provide student with an extended deadline for the presentation of supporting evidence;
- d. claim rejected, grounds not established or insufficient evidence: in this case the panel will give reasons for rejecting a claim on this basis;
- e. claim after rejected but deadline for submission not met: applied where claim form is not submitted by the date set by the faculty or where a student is given an extended deadline to submit supporting evidence, fails to do so, and is not granted a later extension of time.

Availability of further evidence

If your claim was unsuccessful you can later submit the necessary (or additional) evidence if it becomes available.

Shortly after the meeting of the Examination 5 of 5Board you will receive a letter informing you of all your results and the decision of the Examination Board regarding your progression or award. This letter will also inform you of the decision of the Extenuating Circumstances Panel. If you believe that the Extenuating Circumstances Panel has made an unreasonable decision in your case, and that this decision will have adversely affected the Examination Board decision, you may appeal against the panel's decision, which will be one of (c), (d) or (e) above. Such an appeal can only be on the grounds that an administrative or procedural error affected the decision of the panel, and the appeal must be supported by written evidence.