

# Extenuating Circumstances

## What are Extenuating Circumstances?

There may be difficult circumstances in your life that affect your ability to meet an assessment deadline or affect your performance in assessment. These are known as Extenuating Circumstances or 'ECs'. Extenuating Circumstances are defined as unexpected, significantly disruptive and beyond your control.

As a student, it is your responsibility to make known any special circumstances which have affected the production of your work. Where appropriate, these circumstances can be taken into account by the Exam Board when reviewing your grades.

## Extenuating Circumstances Categories

The University has two categories of EC claims:

- A: **Acceptable** reasons for claim
- B: Reasons that the University would normally consider **unacceptable**

## EC Claim Form

You can find the  
Extenuating  
Circumstances Claim  
Form on the EC  
Website:

[https://www.arts.ac.uk/  
study-at-ual/academic-  
regulations/course-  
regulations/extenuatin  
g-circumstances-and-  
time-out](https://www.arts.ac.uk/study-at-ual/academic-regulations/course-regulations/extenuating-circumstances-and-time-out)

## How to make a claim

You must make known any special circumstances affecting your assessment by completing and submitting an Extenuating Circumstances application. To reflect the ongoing impact of the COVID 19 pandemic, claims will not need supporting evidence for the academic year 2020/21.

## Handing in your work

If you are intending to apply for Extenuating Circumstances, you should submit your work as close to the agreed deadline as possible. If you feel you would benefit from additional time to complete work to compensate for your recognised ECs, an approved EC can permit a late submission of up to 14 calendar days to be accepted and marked without penalty.

## Deadline for making a claim

Your claim and evidence should be submitted to your College Administration Office as soon as possible (at the very latest: two weeks before your Exam Board meeting). The later an EC is submitted, the less time there is for it to be processed and approved. It is generally far easier to gather appropriate evidence at the time of the Circumstances, than it is at a later date.

Please visit the Student Services Health Advice website for information on local medical services

<https://myintranet.arts.ac.uk/staffandstudents/student-services/counselling-health-advice--chaplaincy/health-advice/doctors-dentists--opticians/>

## Help and Support

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You can find the full University Extenuating Circumstances Regulations and Guidance on the Course Regulations website:

[www.arts.ac.uk/study-at-ual/academic-regulations/course-regulations/6-extenuating-circumstances/](http://www.arts.ac.uk/study-at-ual/academic-regulations/course-regulations/6-extenuating-circumstances/)

The following University services can offer advice and support in completing your claim:

The **Students' Union** can help if you need advice about any part of the EC process:

E: [advice@su.arts.ac.uk](mailto:advice@su.arts.ac.uk)

T: 020 7514 6270

W: <https://www.arts-su.com/help/advice>

**Student Services** offer a range of advice, counselling, support and guidance for students with extenuating circumstances:

E: [student.services@arts.ac.uk](mailto:student.services@arts.ac.uk)

T: 020 7514 6230

W: [www.arts.ac.uk/study-at-ual/student-services/](http://www.arts.ac.uk/study-at-ual/student-services/)

The **Disability Service** can provide advice, guidance and support if you have a disability or long term medical condition:

E: [disability@arts.ac.uk](mailto:disability@arts.ac.uk)

T: 020 7514 6156

W: [www.arts.ac.uk/study-at-ual/student-services/disability--dyslexia/](http://www.arts.ac.uk/study-at-ual/student-services/disability--dyslexia/)

## What Happens Next?

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The first stage is to establish whether the Extenuating Circumstances claim meets the University criteria. This is carried out by the College Extenuating Circumstances Panel. Students will receive notification of whether the claim has been validated or rejected. This will usually be within 24 calendar days of handing your claim form in. If the claim has been validated you will receive a communication confirming that the EC has been validated.

## Exam Board Decisions for Extenuating Circumstances

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Where an Extenuating Circumstances panel has approved a student's EC application, the Exam Board may choose from the following options:

- a) To offer the student another opportunity to submit the work as if for the first time.
- b) To offer the student the choice of either: Condoned late submission of work and awarding an uncapped unit Letter Grade OR another opportunity to submit the work as if for the first time and without penalty.

## Extenuating Circumstances Guidance

Please note that, for the academic year 2020/21, students are not required to submit supporting evidence with their Extenuating Circumstances applications.

Reason for Claiming	Category A: Acceptable Grounds	Category B: Unacceptable Grounds
<b>Serious medical condition</b>	Serious personal injury, medical condition or mental health condition preventing attendance, completion of assessment or submission of work	Ongoing conditions (including disabilities, learning difficulties or mental health conditions) Please contact the Disability Service for advice if you have an ongoing condition.  Minor illnesses or injuries (such as colds, headaches, hayfever)
	Serious injury or illness to child, partner or close relative	
	Serious worsening or acute episode of an ongoing medical condition, mental health condition or disability	
<b>Bereavement</b>	Death of parent, (including step-parents and legal guardian) child, siblings, partner	

	Death of close relative or friend	
<b>Trauma</b>	Victim of a violent crime (e.g. rape, assault, domestic violence)	Minor crime Financial problems or employment difficulties Accommodation problems or house moves General domestic / family problems Assessment / Exam stress
	Victim of theft or burglary (including theft of work required for assessment)	
	Direct experience of terrorist incident or natural disaster	
	Major fire in residence	
	Family breakdown (such as divorce)	
<b>Caring responsibilities</b>	Unexpected caring responsibilities caused by sudden serious illness or worsening of ongoing medical condition to child, partner or close relative	Ongoing caring responsibilities Caring responsibilities for minor illnesses, accidents or injuries
<b>Court attendance</b>	Jury Service or attendance at court or tribunal as a witness, defendant or plaintiff	Supporting friend or relative at Court or Tribunal
<b>Miscellaneous</b>	Serious disruption caused by terrorist incident or natural disaster IT issues preventing access to online resources	Any circumstances which have not clearly impacted on academic performance or do not clearly relate to the timing of the assessment Visa problems Minor private or public transport failure, holidays or booked travel arrangements