**EXTENUATING CIRCUMSTANCES (ECs) PAPER REQUEST FORM 2023-2024**

**STUDENTS MUST READ THE ONLINE GUIDANCE FOUND AT THE LINK BELOW PRIOR TO COMPLETING THIS FORM**

[Extenuating Circumstances Policy](https://drive.google.com/file/d/1-S_Po98aeapNbk0bb69mHMsLKfWN-Tnc/view)

**Extenuating Circumstances can only be requested for summative assessment, not for formative assessment i.e. only for assessment that counts towards your overall module grade.**

**This form must be submitted by the deadline for the assessment and supporting evidence must be uploaded, or an expected date of when evidence will be received entered below.** N.B. If your circumstances occurred unexpectedly at the point of submission/attendance, your claim can be submitted up to 5 working days after the submission deadline or date of exam.

**Please complete allsections below:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Student ID Number |  |  |  |  |  |  |  |  |
| Student Surname **Please use block capitals** |  | | | | | | | | | Student First Name **Please use block capitals** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Programme Title |  | Period of time affected (dates) | From | To |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Module affected (code) | Module Lead | Type of assessment (e.g. assignment/  presentation/portfolio) | Assessment Deadline  Date | Indicate what you are applying for\*:  *Deferral, Short Extension, ECs noted, Deferral & ECs noted* ***OR*** *Short Extension & ECs noted* |
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*\* An explanation of the different options can be found in the policy.*

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| --- |
| 1. What were your ECs and why were they exceptional and out of your control?   *Continue overleaf if required* |
| 1. How did the ECs affect your performance or impact your ability to meet your assessment deadline?   *Continue overleaf if required* |
| 1. Are there any further details not covered above?   *If you are submitting your claim after your assessment deadline, you should outline why it would have been impossible for you to submit your claim by the deadline and your evidence must demonstrate this. Failure to do so may result in your EC claim being rejected.* |

**Do you have the relevant evidence ready to submit?  Yes  No**

*If no and you are unable to provide evidence because you are awaiting evidence, you should detail below the evidence you are waiting for, complete the rest of the form and submit your claim.*

*If yes, please provide documentary evidence to support your request and detail below what type of evidence you have provided.*

|  |  |
| --- | --- |
| **Type of evidence** | **If awaiting evidence, date you expect to have it** |
|  |  |

**What happens next?**

Once submitted, your EC request will be processed and you should expect to receive a response within 10 working days. At peak periods (around assessment deadlines), it may take longer to receive a response.

If you do not hear the outcome of your EC application by your assessment deadline, you must decide whether you are able to take an assessment. If an attempt is made at an assessment, the grade achieved will stand even if a deferral is subsequently granted. If you do not attempt the assessment and you are not subsequently awarded a deferral, you will receive a 20 grade for that component.

**Your declaration:**

* I have read and understood the online Extenuating Circumstances guidance [Extenuating Circumstances Policy](https://drive.google.com/file/d/1-S_Po98aeapNbk0bb69mHMsLKfWN-Tnc/view)
* All information and documentation submitted in and with this Extenuating Circumstances application is complete and represents an accurate and true reflection of the circumstances leading to my application.
* I understand that deferring assessment may result in a **delay to my progression** on to the next year and/or stage of my programme, which in turn may have academic and/or financial implications.
* Deferring assessment may also affect my eligibility for council tax exemption, student loan and funding entitlements, and disability support allowance, and I understand that it is my responsibility to explore the implications that deferring assessment may have on my progression.
* We strongly encourage you to check your programme specification in your programme handbook to fully understand the specific progression rules for your programme and we also suggest that you refer any queries that you may have to your Programme Leader in the first instance.
* I consent to information that I have submitted as part of this application being made available to relevant members of the Institute/University staff as required to consider and administer my Extenuating Circumstances application.
* I understand that the personal data which I have provided on this form may be stored in paper and/or electronic form in accordance with the Institute’s Data Protection Policy available at ([The Institute Data Protection Policy](file:///C:\Users\ihsadmin11\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\S77X63B8\The%20Institute%20Data%20Protection%20Policy)).

Please select the statement below that best describes your circumstances:

I am finding it difficult coping with these personal circumstances and I would like to access some additional support. (Please see the [Wellbeing Route Map here](https://docs.google.com/presentation/d/1oq599x3kXpxRQ62m_1A7sbV9LOyrOcFF45W4gjkUa8o/present?slide=id.p1))

I am coping with these personal circumstances and with the deferral granted I do not require additional support at this time.

|  |  |
| --- | --- |
| **Signature** | **Date** |

**PLEASE SUBMIT THE COMPLETED FORM AND SUPPORTING DOCUMENTS TO SENIOR PROGRAMME MANAGER** [**joanna.anastacio@gov.gg**](mailto:joanna.anastacio@gov.gg)

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|  |  |
| --- | --- |
| **Date received** |  |

|  |  |
| --- | --- |
| **Type of request;**  Deferral, Short Extension, ECs noted, Deferral & ECs noted OR Short Extension & ECs noted |  |
| **What evidence was received** |  |
| **Approved  (Y/N)** |  |
| **Date of new submission deadline** |  |
| **Assessment Officer name and Signature** |  |
| **Refer to the EC panel (Y/N)** Include date referred |  |
| **EC panel decision** |  |
| **Date student advised of Outcome**  (copy of email/letter on file) |  |

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| --- | --- |
| **First Marker / Second Marker** |  |
| **New Moderation Date** |  |
| **New Results Date** |  |
| **Proposed Exam Board date** |  |