

EXTENUATING CIRCUMSTANCES FORM

Please read the accompanying 2P extenuating circumstances policy as it contains some important information that you will need when completing this form.

You can use this form when you are a) unfit to submit an assessment or sit an exam or b) when you are requesting an extension.

1. Your Details			
Name:		Student No:	
Course:		Year/Level:	

2. Confidentiality				
<p>All applications are processed by Support Staff only and then disclosed to the panel, if you wish to restrict access of your application to only the panel please tick yes to confidential and place in a sealed envelope with your name and student number on the front.</p>				
Is your application confidential?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

3. What can you apply for? (Please indicate in section 4)	
DEFER	<p>Apply to Defer your assessment until the next possible opportunity.</p> <p>This would normally apply to you if: You have experienced a short term unexpected circumstance and do not believe you are fit to sit at this time.</p> <p>If your EC is successful, you will be required to submit the specified assessment (s) at the next available opportunity without penalty.</p>
EXTENSION	<p>Apply for an Extension to submit assessments up to five working days after the original deadline.</p> <p>This would apply to you if: You have experienced an extenuating circumstance but will be 'fit to study' with an additional 5 working days.</p> <p>Students who are on a referral opportunity are not eligible to submit work late <u>unless</u> they have an approved EC extension.</p>

Please submit your completed form with evidence at the Student HUB or via email to student.registry@solent.ac.uk.

