EXTENUATING CIRCUMSTANCES FORM

Please read the accompanying summary sheets, they include 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. Please tick ONE BOX ONLY to indicate which you are applying for.

What are you applying for?

☐	Tick this box if you are applying for extenuating circumstances to **Defer** your assessment until the next possible opportunity This would normally apply to you if: You have experienced an extenuating circumstance **and do not believe you are fit to study at this time.**	• You may only select this option if you have NOT already submitted the specified assessment(s). Any Extenuating circumstances will automatically be rejected where assessment has been attempted; by submitting an assessment you are declaring yourself fit to do so. • If your EC is successful, you will be required to submit the specified assessment(s) at the next available opportunity.
☐	Tick this box if you are applying to **submit assessments up to five working days after the deadline** submission date This would apply to you if: You have experienced an extenuating circumstance but will be 'fit to study' with additional time; an assessment can then be submitted with a claim for an extension to the deadline date under the EC policy	• If the extension request is approved, your work will be marked without penalty and the full mark will be applied. • If the claim for the extension is not approved by the EC Panel, the mark will be capped at 40%. • Work resubmitted on a refer basis (i.e. without approved EC) must be handed in by the deadline date or it will be given a mark of zero.

- The information you have given on this form must be supported by **appropriate signed and dated, independent documentary evidence** which covers the dates of the assessments concerned. (See Appendix A of the summary sheet). It is your responsibility to submit this information, which will then be assessed by the panel.

- If you wish to expand on your information, continue on a separate sheet. Ensure you follow the paragraph numbering of this form, and make sure the extension sheet is signed and dated.

- If you are uncertain about how to complete the form after reading the notes, please go to the Student Hub or to the Solent Student's Union Advice Centre for help.

- The submission of evidence is no guarantee that extenuating circumstances (EC) will be accepted, students should read carefully the range of exemptions in the summary sheet.

You must complete this checklist before handing in this form

Have you filled in all sections of the form?	YES		NO		**Claims without supporting evidence will not be successful**
Do you have appropriate supporting documents?	YES		NO		
Have you attached the appropriate evidence?	YES		NO		

1. Your Details

Name:		**Student No:**	
Email:		**Telephone:**	
Course:		**Year/Level**:	

Is your application confidential?	YES		NO	

2. What specific unit(s) and or assessment(s) were effected by your circumstances (for example; examination, assignment, presentation)? Please give precise unit titles.

Unit Code	Full Unit Title	Exam/assignment/ presentation	Hand-in date/ Exam date

3. What are the extenuating circumstances you wish the Assessment Board to consider? Please give exact dates.

Which category do your extenuating circumstances come under?					
A	Acute illness	E	Code not in use	**I**	Victim of Crime
B	Code not in use	**F**	Court Attendance	**J**	Work commitment
C	Illness of a dependent	**G**	Sport Commitment	**K**	Other exceptional
D	Bereavement	**H**	Military Reserves	**L**	Code not in use

4. Independent supporting documentary confirmation is essential. List the evidence that you enclose (See summary sheets for details). Please keep a copy of all supporting evidence you submit.

5. How do you consider your ability to sit/submit the assessment was affected?

I understand that these extenuating circumstances will normally be disclosed to the EC Panel and Assessment Board considering my results.

Student Signature

Date D D M M Y Y