

EXTENUATING CIRCUMSTANCES AFFECTING ASSESSMENT

This form is available in large print from your Faculty Office/Student Counter



It is important that you refer to the guidance notes supplied with this form and on the web at www.plymouth.ac.uk/student

PLEASE NOTE:

Your circumstances will be valid only for the duration of the corroborative evidence attached to the form and for the modules you state.

SECTION A PERSONAL DETAILS

Full Name:	Student Reference Number:
Programme of Study:	Stage / Year:

SECTION B DESCRIPTION OF CIRCUMSTANCES

Explain the circumstances and their effects, (these **must** be corroborated by the accompanying evidence)

SECTION C DATES OF CIRCUMSTANCES

Give the dates when the circumstances applied (these **must** be corroborated by the accompanying evidence)

From:- _____ To:- _____

SECTION D EFFECT OF CIRCUMSTANCES ON ACADEMIC PERFORMANCE

Module Code	Failure to:-			Atypical or uncharacteristic performance (if applicable please tick)	Group Work? (enter yes or no)
	submit coursework by the deadline	attend exam(s), end of module test(s) or in class test(s) (give dates)	meet other programme requirements (list what and when)		
	Due Date: Date Submitted:				
	Due Date: Date Submitted:				
	Due Date: Date Submitted:				
	Due Date: Date Submitted:				
	Due Date: Date Submitted:				
	Due Date: Date Submitted:				

SECTION E SIGNATURES

I confirm the circumstances stated above are true and attach corroborative evidence.	Date:
Signature of student:	
I confirm the above module(s) assessment(s) dates are correct.	Date:
Authorised Faculty Signature:	

FOR OFFICE USE ONLY

Date received:	Date considered:	Student Notified:
Screening Panel Decision:		VALID / INVALID
Temporary Acute Condition	Chronic Ill Health	Other Circumstance

GUIDANCE NOTES ON COMPLETING THE MITIGATING CIRCUMSTANCES FORM

The form applies to the submission of extenuating circumstances by undergraduate AND postgraduate students. You can find the full text of the University's policy on Extenuating Circumstances under Rules and Regulations at www.plymouth.ac.uk/studenthandbook. The document is called Regulations on Late Coursework and Extenuating Circumstances and gives examples of circumstances which may be deemed valid or invalid.

A decision will not be made on your claim unless your form is completed in full and corroborative evidence attached.

Extenuating circumstances must be submitted as soon as possible after the onset of the circumstances, and no later than 5 working days after the date of the first assessment affected (except where the circumstances themselves mean that you are unable to do so, but in these circumstances we would advise you to make contact with a member of Faculty staff as soon as possible).

Your circumstances will be valid only for the duration of the corroborative evidence attached to the form and for the modules you state.

CORROBORATIVE EVIDENCE

Your form must be accompanied by corroborative evidence. This could be:

a medical note confirming that you had a medical or psychological condition

a letter from a counsellor, confirming a psychological or emotional condition for which you have been receiving counselling;

a letter from the Student Accommodation Office confirming a particularly severe accommodation problem;

an official document such as a police report, including a police reference number, court summons or other legal document;

a letter from a solicitor, social worker or other official agency;

an insurance claim, supported by a letter from the insurance company;

statements from support staff in the University who may have been involved in ongoing problems you have had (e.g. the Chaplaincy, Student Funding, the University Health Service) or an invigilator, if you were ill during an examination.

a member of academic staff who has been closely involved in your pastoral care MAY corroborate your extenuating circumstances. This will require them to discuss your case with another member of academic staff, so as to avoid allegations of unfair treatment and ensure consistency of practice. Both members of staff will sign the corroborative evidence.

Corroborative evidence must specify the nature, timing and severity of the problem and, if possible, provide an independent assessment of the effect that the problem may have had on your performance.

Corroborative evidence must be obtained when the problem existed. Any certificate or other medical note which post dates the date of the illness may not be accepted.

SECTION A: Please complete your personal details in this section.

SECTION B: Please describe the circumstances and their effects. Please refer to the Appendix to the Regulation, on the Web (home.plymouth.ac.uk/regulations), for more information about circumstances which the University would (and would not) normally consider valid. *In the case of bereavement please indicate your relationship to the deceased.*

SECTION C: Please state the duration dates of your circumstances – these must be corroborated by the accompanying evidence

SECTION D:

In this section, you need to indicate the effect of your extenuating circumstances.

Failure to submit work by the appointed deadline

Failure to attend (an) examination(s), end of module test(s) or in class test(s)

(3) Failure to meet other programme requirements (e.g. attendance at laboratory classes or fieldwork)

Atypical or uncharacteristic performance

Is the assessment a group work assessment? Yes or No

You **must** ensure that you list **all** the modules affected.

CHECKS/SIGNATURES

double check that you have listed all the modules affected

check you have listed each assessment affected

check that you have attached corroborative evidence and that all dates correspond

sign and date the form

pass the form to an appropriate member of staff for signature (your Faculty can advise you of who this person is).

Once the form has been signed, you must take it to your Faculty Office (even if some or all of the modules affected are in another Faculty). You will be given a copy which you should keep until after the results are published and appeals are concluded.

WHAT WILL HAPPEN AFTER YOU HAVE SUBMITTED YOUR FORM

The form will be considered by a Screening Committee of staff from the Faculty, who will decide if the circumstances are valid. You will be notified of the outcome of the Screening Committee within 5 working days after the meeting.

The normal result of valid extenuating circumstances is to offer you an extension to submit the outstanding work – please refer to the response from your Faculty screening committee for further details.