The Extenuating Circumstances process is regularly reviewed by UCL to ensure that it is fit for purpose and fair to all students. For 2018-19 there is a new Extenuating Circumstances Form as well as some amendments and clarifications to the regulations. Further guidance for students and staff is also being developed and will be published soon.

Changes for 2018-19 include:

- The new EC Form includes more prompts for students and for people providing evidence, as well as a check box for students to give express permission for UCL to share sensitive information only with members of staff who are directly involved in making a decision. The form also highlights the section of the regulations which allows a student to submit a request directly to the Chair of the Faculty EC Panel if they are worried about disclosing particularly sensitive information to their Department. Applications on the old form will still be accepted.

- The form and regulations are now clearer about the likely outcomes of an EC claim. The type of mitigation is decided by the appropriate UCL authority and needs to take into consideration the need to be fair to all students and to maintain UCL’s academic standards. As a result, the majority of students will be offered an extension, deferral or condoned late submission, and other mitigation options will only be considered if these are not possible.

- Two new options have been added for the EC Panel, if an extension, deferral or condoned late submission is not possible. This includes permitting a student to spread their assessments across examination periods, and recommending an Interruption of Study subject to approval by the Faculty Tutor via the new streamlined process in Chapter 3: Registration Framework for Taught Programmes.

- The regulations now clarify that UCL does not operate a Fit to Sit Policy. UCL strongly encourages students not to sit an exam if they are feeling unwell. However if they decide to do so, but feel that their performance has been impaired, they are able to submit an EC claim.

- We have been working with Student Disability Services to draw up clearer wording around extensions on Summaries of Reasonable Adjustments (SORAs). This includes a clearer indication of when a longer extension might be needed.

- The regulations in relation to Late EC Claims now clarify that ‘unable’ and ‘impossible’ refer to psychological as well as physical incapacity.

- The regulations have been updated to emphasise that evidence needs to be from a source which is verifiable by UCL should there be any doubt about the authenticity of documents.

- The regulations now state that evidence can be from an overseas equivalent of a practitioner registered with the General Medical Council.

- Student identifiers have been added to the Evidence page of the form so that there is a direct link between evidence and student.

- The regulations clarify the difference between late evidence and those occasions where the Panel feels that the evidence provided is unsatisfactory.

- The regulations now state that component and module exclusions need to be reported to Student Records so that progression, award and classification algorithms can be adjusted.