

# Extenuating Circumstances Request Form

## How to apply for Extenuating Circumstances:

1. Read the [Extenuating Circumstances regulations](https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-6-extenuating-circumstances) before completing this form.
2. If you need help completing your application, contact your Department in the first instance. Help is also available from the [Students’ Union Advice Service](http://studentsunionucl.org/help-and-advice/advice-service) and from UCL Student Support and Wellbeing - [go to askUCL and log an enquiry](http://student.engage.ucl.ac.uk/).
3. Complete Parts 1, 2 & 3.
4. Either ask an appropriate person to complete Part 4 or provide evidence on headed paper.

## Deadline for submission:

1. Submit your request as soon as possible and no later than one week after the EC has taken place.

## Where to submit your form:

1. Requests should be submittedto your home Department/ Faculty Office – please check your student handbook/ Moodle for details.
2. Keep a copy for your own records.

# Part 1: Student Details

## For completion by the student

|  |  |
| --- | --- |
| Family Name: |  |
| First Name: |  |
| UCL ID Number: |  |
| Contact Email: |  |
| Programme: |  |
| Home Department: |  |
| Year of Study: |  |
| Home Faculty: |  |

By submitting this application you agree that details of your Extenuating Circumstances Request can be shared with members of UCL staff who are directly responsible for making a decision. All personal data will be treated confidentially and will only be shared with UCL staff who are directly involved in considering your request and making a decision. If you are concerned about disclosing sensitive information to your Department, you may ask for your request to be considered by the Faculty Extenuating Circumstances Panel. Please contact your Faculty Office for details of how to submit a confidential request.

|  |  |
| --- | --- |
| Signature of applicant: |  |
| Date: |  |

An email from your registered UCL email address can also be accepted as a form of signature.

## Part 1 continued

# What type of mitigation would you like to apply for?

The type of mitigation will be decided by the appropriate UCL authority and will take into consideration the need to be fair to all students and to maintain UCL’s academic standards. The following will determine how your claim is processed but does not determine the outcome:

|  |
| --- |
| Please select one of the following options: |
| Extension: |
| 1. Up to one week
 | Yes/No |
| 1. More than one week
 | Yes/No |
| For extensions of more than one week, please tell us the length of extension that you would like, or the date on which you would like to submit the work (this is not guaranteed; the EC Panel may determine a different outcome): |
|  |
| Late submission penalties suspended | Yes/No |
| Deferral: |
| 1. Deferral without Tuition (a postponement of just the assessment)
 | Yes/No |
| 1. Deferral with Tuition (a postponement of the whole component or module, including all learning and teaching activities and the assessment)
 | Yes/No |
| Other | Yes/No |
| If you want to apply for a different type of mitigation, please read the [Extenuating Circumstances regulations](https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-6-extenuating-circumstances) and then tell us what mitigation you are seeking here: |
|  |

# Part 2: Affected Assessments

## For completion by the student

Please tell us about the assessments which have been affected by the EC:

|  |  |
| --- | --- |
| Assessment 1: |  |
| Module name: |  |
| Module code: |  |
| Title of assessment: |  |
| Assessment type (e.g. essay, exam): |  |
| Assessment deadline/date: |  |
| Assessment weighting (e.g. 40%): |  |
| Mitigation sought for this assessment: |  |
| Lecturer/ module organiser: |  |
| Is this an interdepartmental module? | Yes/ No |
| If yes, what is the teaching department: |  |
| Is this an intercollegiate module? | Yes/ No |
| If yes, what is the College name? |  |
| Assessment 2: |  |
| Module name: |  |
| Module code: |  |
| Title of assessment: |  |
| Assessment type (e.g. essay, exam): |  |
| Assessment deadline/date: |  |
| Assessment weighting (e.g. 40%): |  |
| Mitigation sought for this assessment: |  |
| Lecturer/ module organiser: |  |
| Is this an interdepartmental module? | Yes/ No |
| If yes, what is the teaching department: |  |
| Is this an intercollegiate module? | Yes/ No |
| If yes, what is the College name? |  |

If more assessments are affected, please continue on a separate sheet and attach this to your form.

# Part 3: Details of the EC

## For completion by the student

Please tell us when the EC started and ended. If the EC is still ongoing please provide further details e.g. whether this is a long-term difficulty, or if you are aware of an approximate expected end date:

|  |  |
| --- | --- |
| On what date did the EC start? |  |
| On what date did the EC end? |  |
| Further information about the period affected: |  |

Please tell us what has happened and how it has affected your assessment?

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| --- |
|  |

## Part 3 continued

# Interruption of Study

If you are also applying for an Interruption of Study, please complete this section.

Further details are available in the UCL Academic Manual, [Chapter 3, Section 5: Interruption of Study](https://www.ucl.ac.uk/academic-manual/chapters/chapter-3-registration-framework-taught-programmes/section-5-interruption-study) and from the [Interrupting or Withdrawing from your Studies](https://www.ucl.ac.uk/students/student-status/changes-your-studies/interrupting-or-withdrawing-your-studies) webpage.

### Why do I need to submit Extenuating Circumstances for an Interruption?

There may be times when your performance has already been affected by illness or other Extenuating Circumstances in the period leading up to an interruption and you would like the opportunity to either re-do an assessment or re-attend classes (known as a ‘Deferral’).

To access a Deferral, you will also need to submit a separate claim for [Extenuating Circumstances following the procedures in Chapter 4, Section 6 of the Academic Manual](https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-6-extenuating-circumstances), in addition to completing the online Interruption Application Form.

You can apply for a Deferral with or without Tuition:

### Deferral without Tuition

A Deferral without Tuition may be needed to cover any assessments in the period leading up to the interruption which have been affected by Extenuating Circumstances (e.g. you missed the assessment, or your performance in the assessment was affected). You can apply to defer the assessment without additional tuition, and take it again when you return from interruption, without penalty.

### Deferral with Tuition

A Deferral with Tuition may be needed to cover any lectures, seminars, tutorials, supervision, laboratory sessions or other teaching events in the period leading up to the interruption which have been affected by Extenuating Circumstances (e.g. missed classes, low attendance). You can apply to defer the affected module with tuition, which means that you can attend the classes again and take the assessment when you return from interruption, without penalty.

|  |  |
| --- | --- |
| Your intended Date of Interruption: |  |
| Your intended Date of Return: |  |

Please tell us why you are applying for ECs in addition to an Interruption of Study:

|  |
| --- |
|  |

# Part 4: Supporting Evidence

## For completion by a verifiable, independent authority

You will need to ask a verifiable, independent authority (such as a GMC-registered medical practitioner, UCL Student Psychological and Counselling Services, solicitor, undertaker, coroner, registrar of births, marriages and deaths, police officer, fire officer, court or tribunal officer) to either:

* Complete, sign and stamp this section of the form, or
* Provide evidence on headed paper

|  |  |
| --- | --- |
| Student’s Full Name: |  |
| Student’s UCL ID number (if known): |  |
| Evidence Provider’s Full Name: |  |
| Evidence Provider’s Role: |  |
| Evidence Provider’s Authority/ Organisation: |  |
| Please describe the nature and severity of the student’s Extenuating Circumstances. Please be as clear, specific and unambiguous as possible so that we can provide appropriate mitigation for the student: |
|  |
| Please describe how the circumstance affects the student’s ability to complete the assessments described in Part 2 (e.g. Will the student miss an exam? Will they be unable to meet a coursework deadline?): |
|  |
| Please provide the dates when the circumstance started and when the student was/will be fit to return to study. Please note that these will need to correlate with the dates of the assessments listed in Part 2: |
|  |
| Signature of person providing evidence: |  |
| Date: |  |
| Official Stamp:Where no official stamp is available, evidence must be supplied on headed paper. |  |

# Part 5: Decision

## For Office Use Only

### One Week Extension:

|  |  |
| --- | --- |
| Does the request meet the definition of an EC as outlined in ‘Annex 1: Acceptable Grounds for Extenuating Circumstances’? |  |
| Is the claim supported by appropriate evidence? |  |
| Extension approved? |  |
| New deadline: |  |
| Staff name: |  |
| Role: |  |
| Staff signature:An email from your registered UCL email address can also be accepted as a form of signature. |  |
| Date: |  |

### Decision of the Faculty/ Departmental EC Panel:

|  |  |
| --- | --- |
| Does the request meet the definition of an EC as outlined in ‘Annex 1: Grounds for Extenuating Circumstances’? |  |
| Is the claim supported by appropriate evidence? |  |
| EC approved? | Accept |
|  | Reject |
|  | Pending - further evidence required |
| Approved mitigation: |  |
| If applicable, has the student’s teaching Department/ College been consulted on the mitigation? |  |
| FECP/ DECP Chair’s name: |  |
| FECP/ DECP Chair’s signature:An email from your registered UCL email address can also be accepted as a form of signature. |  |
| Date: |  |

Please ensure that **Parts 1, 2 and 5** **only** are communicated to the student, the teaching department/College and UCL Student Records (where applicable) within one week of the decision.

Please send the **full EC Form (Parts 1 to 5 inclusive)** to the secretary of the home Faculty or Departmental Extenuating Circumstances Panel for secure and confidential record-keeping.