

Overview and contents

From October 2022, students will submit EC claims and associated evidence (where applicable) using ECsOnline, our EC system on Portico.

Claims will be routed to the relevant Department EC Panel (DECP) / Faculty EC Panel (FECF) who will be notified of the claim and can review claims and accept / reject or request further information as applicable. Department EC panels can escalate claims to Faculty EC panels where necessary.

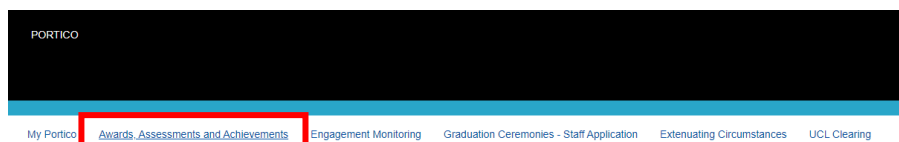
Certain members of staff will be able to view EC reports in Portico, for example, to view the number and status of claims (by department / module etc). Reports can be downloaded to a CSV file.

This guidance covers how to:

- View and filter reports
- Download reports to a CSV file

How to view and filter reports in ECsOnline

1. Log in to **Portico** and navigate to the **Awards, Assessments and Achievements** tab.



2. Click on **Extenuating Circumstances Decisions report** in the **Data Quality Reports** section of the page.

The screenshot shows a 'Data Quality Reports' menu on the left with a 'New' badge. The menu items are: Mark Entry Progress Dashboard, Individual Student Overview, Student Programme Status, Missing Marks/Grades/Credits (Module Level), Progression Exceptions Report, Awards Exceptions Report, Level Code Exception Report, Exam Board Data Checker (Updated), SPI Check Report 1 - SPI order, SPI Check Report 2 - Scope year and modules, SPI Check Report 3 - SPI-SCE integrity, Mark Changes After Progression Calculation (New), and Extenuating Circumstances Decisions Report (New). The 'Extenuating Circumstances Decisions Report' is circled in red. To the right is a secondary report card titled 'Progression & Award Progress Report - Online multiple progression points programmes' with a 'View Programme Progression and Award Rules' link and a 'New' badge.


3. The **Extenuating Circumstances – Retrieve Criteria** screen will load. You should now enter the search criteria as appropriate to your report and then click **Next**.

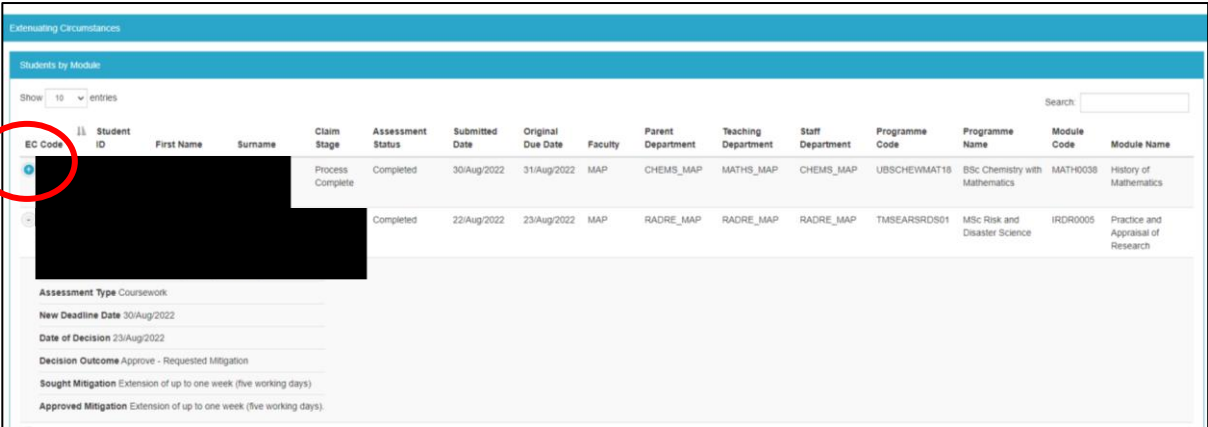
Note: If searching by Student ID, only enter the numbers prior to the / e.g. for student ID 12345678/2, you should only enter 12345678 into the search field.

The screenshot shows the 'Extenuating Circumstances - Retrieve Criteria' form. It includes a tip: 'Due to the volume of data being processed, this report can be very slow to load. Please enter criteria below to make the report run quicker.' The form has the following fields: 'Student Code Retrieve Type' (radio buttons for 'Single Student Code' and 'Multiple Student Codes'), 'Student Code' (text input), 'Faculty' (dropdown), 'Panel' (text input), 'Programme Code' (text input), 'Status of ECs (Per assessment)' (dropdown), 'Stage of ECs (Per claim)' (dropdown), 'Module' (text input), 'Parent Department (Student)' (text input), 'Teaching Department (Module)' (text input), 'Department Staff (EC Admin Group)' (text input), 'Submission date (Later than or equal to)' (date input), and 'Original Due Date (Earlier than or equal to)' (date input). At the bottom, there are 'Quit' and 'Next' buttons, with the 'Next' button circled in red.

Tip: due to the volume of data being processed, this report can be very slow to load. You should enter search criteria to run the report.

If you only want to view claims where a decision has been recorded, select **Completed** in the **Status of ECs per assessment** field.

- Your report will be displayed with entries listed in alphabetical order of student surnames by module. One row is shown for every assessment against which a claim has been submitted and the default setting will return 10 rows per page.
- To view the report in Excel, click the **Download CSV** button at the bottom of the page (guidance on this is provided in the next section below).
- When viewing the report on screen, you should click the  symbol next to the EC code to show additional details for the EC.



EC Code	Student ID	First Name	Surname	Claim Stage	Assessment Status	Submitted Date	Original Due Date	Faculty	Parent Department	Teaching Department	Staff Department	Programme Code	Programme Name	Module Code	Module Name
				Process Complete	Completed	30/Aug/2022	31/Aug/2022	MAP	CHEMS_MAP	MATHS_MAP	CHEMS_MAP	UBSCHEWMAT18	BSc Chemistry with Mathematics	MATH0008	History of Mathematics
					Completed	22/Aug/2022	23/Aug/2022	MAP	RADRE_MAP	RADRE_MAP	RADRE_MAP	TMSEARSRS001	MSc Risk and Disaster Science	IRDR0005	Practice and Appraisal of Research

Assessment Type Coursework
New Deadline Date 30/Aug/2022
Date of Decision 23/Aug/2022
Decision Outcome Approve - Requested Mitigation
Sought Mitigation Extension of up to one week (five working days)
Approved Mitigation Extension of up to one week (five working days)

The following information is returned in the report:

- EC code: *the unique reference number assigned to the related EC claim (note there may be multiple rows for each EC claim to reflect all assessments for which mitigation was requested on the claim).*
- Student ID
- First Name
- Surname
- Claim Stage: *this may be **Request Created**, **Not assigned to panel**, **Department Panel**, **Faculty Panel**, **Awaiting Evidence**, **Process Complete***
- Assessment Status: *this will be **Active** where a decision has not yet been made or **Completed** where a decision has been made and recorded.*

- Submitted Date: *the date that the claim was submitted.*
- Original Due Date
- Faculty
- Faculty Panel
- Department Panel
- Parent Department
- Teaching Department
- Staff Department
- Programme Code
- Programme Name
- Programme Board of Examiners Code
- Route Code
- Route Name
- Year of Study
- Module Code
- Module Name
- Module Delivery Code
- Module Delivery Term
- Module Delivery Board of Examiners Code
- Assessment Name
- Assessment Type Code
- Assessment Type
- Assessment Pattern
- Assessment Sequence Number
- New Deadline Date: *this is the new date agreed by the panel. This will be blank until a decision has been recorded.*
- Date of Decision
- Decision Outcome
- Sought Mitigation
- Approved Mitigation

How to download reports to a CSV file

Exporting a report to a CSV file will enable you to filter and sort the information on the report.

1. Before downloading your report, ensure that it contains only the information that you require. Consider using the search criteria on the **Extenuating Circumstances – Retrieve Criteria** screen to further reduce the number of rows returned in your search where possible.

2. Click the Download CSV file at the bottom of the page.



3. A **Save As** window will launch. Select the location where you wish to download your report to and name your file appropriately then click **Save**.
4. Once downloaded, you will be able to open your report as an excel file and will be able to filter the information shown as required.
5. This report contains personal data and you must handle, process and store it in accordance with the UCL [guidance on processing personal data](#).