

EXCEPTIONAL CIRCUMSTANCES
REQUEST FOR CONSIDERATION BY THE
BOARD OF EXAMINERS



Please complete the form in full and submit to your department's Teaching Office or Director of Studies. You can submit the form and supporting evidence electronically or in hard copy.

YOU MUST ALSO SUPPLY WRITTEN SUPPORTING EVIDENCE BEFORE AN EXCEPTIONAL CIRCUMSTANCES COMMITTEE WILL ASSESS YOUR FORM.

An Exceptional Circumstances Committee is a small body of highly experienced departmental staff. It handles information of a personal nature confidentially and with utmost sensitivity.

Examples of appropriate written supporting evidence includes, but is not limited to: Medical Certificates, Death Certificates, Crime Reports, calls to jury duty, accident reports, or corroborating statements from Academic Tutors / Directors of Studies provided on the basis of them having considered evidence of a personal sensitive nature in private.

Further guidance is available on the University's [Student Based Services](#) website.

Please supply your basic details below and move on to pages two and three to provide details of the circumstances that may have affected particular assessments. The form asks for information the Board will need to make a fair assessment of your claim.

Academic Advisers, Directors of Studies and Teaching Office staff will be happy to advise you on submitting a claim and potential outcomes.

Full name:

Student ID number:

Degree qualification and title in full:

Year of study:

College:

In the table below, list all affected pieces of assessment individually, using a separate row for each piece (see examples below).

The Exceptional Circumstances Committee will only consider any impact on the assessments listed below, so please be as specific as possible and include all requested information.

Module mnemonic	Module Title	Coursework type* and original deadline <i>*(e.g. essay, end of module test, presentation, etc.)</i>	Extension granted? <i>(If yes, include date)</i>	Date of exam
<i>UNI.100</i>	<i>Environment Studies</i>	<i>Essay – 5/5/18</i>	<i>Yes – 12/5/18</i>	
<i>UNI.100</i>	<i>Environment Studies</i>	<i>Group presentation – 9/5/18</i>	<i>No</i>	
<i>UNI.100</i>	<i>Environment Studies</i>			<i>20/5/18</i>

NOW PROCEED TO THE NEXT PAGE AND COMPLETE THE REMAINDER OF THE FORM AFTER READING THE FOLLOWING GUIDANCE:

Please describe in as much detail as possible the circumstances that you believe affected your assessment(s). These should be **significant impact** and unanticipated. Claims associated with managing the day-to-day stresses of life, e.g., a common cold, assessment deadline proximity, normal exam nerves, minor sports injuries, difficulties with housemates/landlords, etc., will normally not be categorized as exceptional circumstances.

You must provide timings and details of the impact of the exceptional circumstances on your assessment(s). Please be specific, eg, in terms of dates and explicit so your claim can be assessed fairly and without the need to provide further information.

You should describe the evidence you have, or will shortly, providing that it helps to substantiate the impact of the circumstances on your assessment(s). Make it clear how the evidence supports your claim. Please note, self-certification documents **will not** be accepted as evidence by the university.

You may attach additional pages if you require more space.

Please describe in detail the exceptional circumstances that affected your assessment(s):	
Please describe the impact of the exceptional circumstances on each assessment detailed on page two:	
Please list the evidence you are providing to support your claim:	
Signature of student:	Date:

FOR OFFICE USE ONLY

Form received by:
Date:
Evidence included:
Accepted for consideration at the EC Committee: