

NOTIFICATION OF EXTENUATING CIRCUMSTANCES AND FIT TO SIT

This form must be completed if you believe that illness or other circumstances have adversely affected your academic performance. Your Extenuating Circumstances Officer will present the information to the relevant Board of Examiners. It is your **responsibility** to ensure that you submit your form fully completed so that the Board has all the available information on which to base its decision. Late submissions cannot be accepted. You cannot claim ignorance as a defence, as there is a great deal of information available about extenuating circumstances from a variety of sources around the University.

All claims **must** be substantiated by third party, independent written documentary evidence, such as a Medical Certificate, a letter from the Student Support and Counselling Service or International Student Adviser, or if, appropriate, your employer. The purpose of asking for supporting documentation is for you to be able to corroborate the facts of your submission.

You must contact your School immediately informing them of the problem (by email if necessary) and submit this form as soon as possible after the events occur, even if you do not have all of the supporting evidence available at the time. Failure to submit all relevant documentation on time may delay your results and other related activity, such as the date of your graduation.

PLEASE PRINT CLEARLY USING BLACK INK

Surname (Family Name)	
Forename(s)	Student ID No
Programme of Study	Year of Study, e.g. Two

Please complete subsection A or B or C or D, depending on which option you are requesting. Information about each option is available in the Guidance on Extenuating Circumstances.

A. EXTENSION ON ASSESSED COURSEWORK

Module:	Module leader:
Original Submission Date:	Length of Extension Requested:

B. ALTERNATIVE ASSESSMENT ARRANGEMENTS

Module:	Module leader:
Module is currently assessed by: (eg, 1 exam and 1 essay)	You wish to be assessed by: (eg, 1 essay only)

For Office Use Only

Dated Received:

Copied to: Extenuating Circumstances Panel (Date)

Original Copy to Confidential Examinations File (Date):

SUPPORTING DOCUMENTARY EVIDENCE

<p>The most common extenuating circumstances are listed below with examples of the kinds of documentary evidence required to support your case. You should tick the relevant box to show which evidence you are attaching to this form</p>	
<p>Illness (<i>medical certificate/letter from an appropriate medical adviser/University Student Support and Counselling Service</i>)</p>	
<p>Hospitalisation (<i>medical evidence</i>)</p>	
<p>Family Illness (<i>medical certificate/letter from appropriate medical adviser (eg family doctor)</i>)</p>	
<p>Bereavement (<i>copy of death certificate/supporting letter</i>)</p>	
<p>Financial (<i>Bank Statement</i>)</p>	
<p>Acute Personal/Emotional Circumstances (<i>letter from University Student Support and Counselling Service or equivalent</i>)</p>	
<p>Other Evidence: please list</p>	
<p>Supporting evidence is not yet available. Please give the date by when it is expected. Tick the relevant box above to show what evidence you will be supplying.</p>	
<p>Signature</p>	<p>Date</p>