



## FORM FOR NOTIFYING BOARDS OF EXAMINERS OF EXTENUATING CIRCUMSTANCES

Before completing this form you must read the accompanying "Guidance on Extenuating Circumstances." Failure to do this may mean that the form is incorrectly completed and could result in your claim being turned down. You should note that information given on this form and any supporting evidence that you submit will be made available to the relevant Boards of Examiners. A copy of the form must be given to each of your programmes of study where you wish the extenuating circumstances to be considered.

### SECTION A – Personal and Programme Information

<b>SURNAME:</b>	<b>FORENAME(S)</b>
<b>STUDENT NUMBER</b> (as shown on Keele Card):	<b>PROGRAMME OF STUDY:</b>

### SECTION B - Reason for Claim:

For completion by student, and the School as indicated. Please indicate what you are requesting for each module/assessment using the codes listed below.

- 1 Extenuating circumstances to be taken into account by Board of Examiners
- 2 Further assessment opportunity (to be considered as the same attempt) (Note that this will be at the next formal assessment/reassessment opportunity.)
- 3 Extension
- 4 Deferred placement

For completion by student					For completion by School	
Module Code	Module Title	Examination or Written Work	Date of Exam or Submission date	Code 1 – 4	Extension date in principle	Action recommended by the Board of Examiners

**Declaration: I declare that the information that I have given on this form and the accompanying documents is true.**

**SIGNED**

**DATE**

**I acknowledge receipt of this student's form**

(To be completed by member of School staff with designated authority and a copy of the form **MUST** be returned to the student as proof of receipt.)

**SIGNED**

**DATE**

**SECTION C - Nature of Claim and Supporting Documentation**

Please indicate by ticking the relevant box(es) the circumstances that you believe are affecting your academic performance or are preventing you from completing the assessment at the appointed time. You should also indicate the time period during which you have been affected by these circumstances. Your claim must be supported by relevant independent evidence, including any work completed to date if you are asking for an extension.

Type of Circumstances	√	Dates affected	List the evidence that you are submitting in support of your claim. If it is not attached, please indicate when it will be available.
Medical			
Serious personal or emotional circumstances			
Death of family member or close friend			
Serious Family illness			
Victim of crime			
Other. Please specify.			

Then in the box below please state in a clear and concise manner the details of the circumstances. Do not continue on a separate sheet unless absolutely necessary. You are advised to seek help from the Independent Advice Unit or the Centre for Learning and Student Support in completing this, especially if there are circumstances that you do not wish to reveal to your School.



K E E L E

## Guidance on Extenuating Circumstances

Please read these guidance notes carefully, in conjunction with Section 15 of Academic Regulation 8 which can be found on the web at: <http://www.keele.ac.uk/admin/ps/governance/acts/Regulations/Reg%208.htm>

### Help in completing the Form for notifying Boards of Examiners of Extenuating Circumstances

If you would like some help and advice in completing this form (e.g. what would be suitable independent evidence) you should contact one of the following:

- Director of Programmes in your School(s). (For contact details, see your School Handbook.)
- Independent Advice Unit in the Students' Union. Tel: (01782) 734800 Email: [independent.advice.unit@keele.ac.uk](mailto:independent.advice.unit@keele.ac.uk) Web Address: <http://www.kusu.net/advice.html>
- Centre for Learning and Student Support. Tel (01782) 734347 Email: [s.m.Hughes@acad.keele.ac.uk](mailto:s.m.Hughes@acad.keele.ac.uk) Web address: <http://www.keele.ac.uk/depts/aa/class/contact.html>

### What are Extenuating Circumstances?

Keele University has a policy of taking into account circumstances, which have affected students' academic study and results. These "extenuating circumstances" are situations that could not reasonably be foreseen and are outside of your control or be changes to an existing disability. They may prevent you from taking an examination or submitting all or part of your coursework by the deadline. They may also have affected your performance in an examination or whilst writing coursework. Extenuating circumstances are usually health-related or a serious personal or family situation that is affecting you personally.

Discipline Boards of Examiners meet at specified points in the academic year to discuss and determine module marks. In coming to a decision they will consider any extenuating circumstances notified by students and will make decisions or recommendations in accordance with the provisions of Regulation 8.

### **Why should I inform my School(s) of extenuating circumstances?**

You should inform your School(s) for the following reasons:

- You missed an examination/placement and wish to take the examination/placement at a later date to be considered as the same attempt. (Note that this will be at the next formal assessment/reassessment opportunity for examination.)
- You are struggling to complete your work by the deadline and need to ask for an extension.
- Though you attended the examination and/or completed assessments you think that your performance has been affected by the circumstances you have been experiencing, and so would like the relevant Board of Examiners to consider your performance in the light of that.

[Please note that, due to the professional nature of the programme, the School of Medicine does not take extenuating circumstances into account when awarding marks. However, mitigation will be considered, if necessary, at a Progress Committee after the publication of results. Medical students are encouraged to take their mitigation to the School of Medicine Student Support service, although the above form will be accepted if you would prefer to complete that.]

### **How do I inform my School(s) of my extenuating circumstances?**

It is your responsibility to inform your School(s). You should do this by completing the accompanying “Form for notifying Boards of Examiners of Extenuating Circumstances” and submitting it with the independent evidence to your School(s). You should note that discussing your circumstances with a member of staff e.g. Personal Tutor, does NOT constitute the submission of extenuating circumstances.

### **When should I inform my School(s) of the details of extenuating circumstances?**

You should inform your School(s) at the time they are happening or shortly afterwards.

When you become aware that you are having problems with meeting an assessment deadline due to the circumstances you are experiencing you should complete this form and ask for an extension. With the form you will be required to attach a copy of the work that you have completed up to

the point of the submission of the claim. You should note that a common cause of students being found guilty of plagiarism is because they rushed the completion of an assessment to meet a deadline and forgot to properly reference their work.

If you have missed an examination/placement or think that your performance in recent assessments has been affected you must hand the form in as soon as possible and before the meeting of the relevant Discipline Board of Examiners. Your School will inform you of the deadline for submission either by email, on notice boards, in School Handbooks or via the KLE.

You must not wait until you receive your confirmed marks and then decide to ask for extenuating circumstances to be considered, as this will not be allowed. You are also not permitted to appeal against a mark or an award/failure on the grounds of extenuating circumstances, unless there is a good reason as to why you did not inform your School(s) at the time you were being affected. If you are not sure whether or not your extenuating circumstances are affecting your performance then you should seek advice from either your Personal Tutor or the contacts listed above.

Extenuating Circumstances will only be considered for the dates that you put on the form. So if you have a health/personal problem that lasts for some time, you will be required to fill in a form for each assessment period.

### **Who do I give my completed form to?**

You should give a copy of the form to the designated person for each of your programmes of study where you wish the extenuating circumstances to be considered. You can find out who the designated person is by looking in your School handbook or by contacting your School office.

In the case where you have completed assessments but you think that your performance has been affected you must give a copy of your completed form to all the Schools where you are registered for modules. Do NOT assume that because you have submitted your form to one School it will be passed on to your other Schools. Dual Honours students should note that if your programmes of study are in the same School you will be required to hand in two forms to the School. If you are not sure how many copies of the form you need to submit and who to submit them to, then please ask the contacts listed above for advice.

You should ask for the form to be signed by the member of School staff with designated authority and a copy must be given back to you. This copy is your receipt that you have handed the form in to the School indicated. You should have a copy of this signed form for each School (or programme of study) that you submit the form to. It is very important that you keep these signed copies, as if you subsequently appeal on grounds that your extenuating circumstances were not considered, you will be asked to provide proof that you submitted the extenuating circumstances to your School(s).

### **What will happen after I have handed the completed form in?**

The relevant Discipline Board of Examiners will consider your extenuating circumstances and will determine whether, and to what extent they had on your performance, and what action, if any, should be taken. In some cases the Discipline Board of Examiners is not permitted to make decisions so if your request is valid it will be passed to the University Sub-Committee on Examination Absences and Coursework for consideration.

Cases that must be referred to the Committee are:

- Absences from Level II, III or M examinations.
- Failure to submit in-course assessment by the due date where the in-course assessment contributes 50% or greater to a module mark at Levels II, III or M, save that Discipline Boards of Examiners are authorized to grant extensions to students for in-course assessments not exceeding 10 working days in respect of undergraduate and 28 working days in respect of postgraduate work.
- Failure to complete a professional practice placement at the appropriate time.

If a Discipline Board of Examiners agrees that there is a sufficient case submitted to explain a student's poor performance or failure to complete an assessment, it will recommend one of the following courses of action:

(i) compensation of a mark where assessment has been completed or partially completed;

(ii) recommendation to the relevant University Board of Examiners for further assessment to be regarded as the same attempt, normally taken at the same time as students taking re-assessment for the module(s);

(iii) in the case of any in-course assessment at Level I or at Levels II, III and M where the in-course assessment forms only part of the total module assessment, approval of an appropriate extension of deadline for submission.

### **False Claims**

You should note that submitting an Extenuating Circumstances Form that contains false information, e.g. forged medical letters, will be regarded as an attempt to gain an unfair advantage in your studies. This is academic misconduct and will be investigated under the terms of Regulation 8.12 by the Academic Misconduct Panel. This Panel would consider the allegation and if proven would make a recommendation to the Vice-Chancellor as to the penalty. It is extremely likely that the penalty would be a requirement to withdraw from the University. If you are registered on a programme that is subject to Regulation 18: Fitness to Practise you should note that any proven academic misconduct will also be referred to your Head of School so that any implications regarding fitness to practise may be considered.

### **Data Protection Act 1998**

The information that you submit on the extenuating circumstances form will be used within the terms of the University's registration under the Data Protection Act 1998.

## **Guidance on How to complete the form**

If possible please complete the form by downloading it onto a computer and typing in the information required. If you are unable to do this then please ensure that your handwriting is legible.

### **SECTION A – Personal and Programme Information**

Please write your full name as shown on your Keele card.

Your student number is the 8-digit number that appears on your Keele card. e.g. 00987654

### **SECTION B – Reason for Claim**

You need to list each module for which you are claiming extenuating circumstances, including which part of the assessment you are claiming for (e.g. examination, written work), and the date of the examination or deadline for submission. You should also indicate what you are claiming for by using the codes listed below:

- 1 Extenuating circumstances to be taken into account by Board of Examiners. (This means that the Examiners will review the process of assessment and its outcome and consider whether any adjustment is necessary in the light of the extenuating circumstances. This may not be possible for all modules.)
- 2 Further assessment opportunity (to be considered as the same attempt.) (Note that this will be at the next formal assessment/reassessment opportunity.)
- 3 Extension.
- 4 Deferred placement.

If you have requested an extension for any module/assessment, you should speak to the appropriate member of staff in your School(s) to discuss an appropriate extension in principle. The designated person should be indicated in your School Handbook. You must attach any work completed to date to the extenuating circumstances form. If this member of staff believes that you may have good cause for late submission you will be given an in-principle extension date, which must be indicated on the extenuating circumstances form. All agreements remain provisional until confirmed by the relevant Examination Board.

## **SECTION C – Nature of Claim and Supporting Documentation**

You should first tick the appropriate box(es) to indicate the type of circumstances that you believe have been affecting your academic performance or are preventing you completing the assessment at the appropriate time. You should also indicate the time period during which you have been affected by these circumstances and list all the relevant evidence that you are submitting in support of your claim.

You should then state in a clear and concise manner the details of the circumstances, in the box provided and how you believe that they have affected your studies. It is not the role of the Board of Examiners to determine this. Do not continue on a separate sheet unless absolutely necessary. If you are not sure what to include please seek the advice of either the Independent Advice Unit or the Centre for Learning and Student Support or an appropriate person in your School (see School Handbook for contact details).

In very exceptional circumstances where you do not wish the circumstances to be revealed to your School(s), a letter from a doctor or counsellor confirming that the circumstances are very exceptional, and how these may have affected your ability to study, will be acceptable.

### **Types of Extenuating Circumstances**

The following list gives examples of extenuating circumstances that may be accepted by the Boards of Examiners.

- Serious illness shortly before an examination or coursework deadline, or during an examination.
- Death of a family member or close friend shortly before an examination or coursework deadline.
- Sudden illness or emergency involving a close family member.
- Ongoing mental health issues, provided that these have been diagnosed or recognised by a doctor or other professional, e.g. a counsellor.
- Domestic problems, e.g. fire, theft.
- Missing part or all of an examination due to serious and unforeseen disruption to transportation that is fully evidenced.

Disabilities that are covered by the Disability Discrimination Act for which you are already receiving support from Keele University would normally have been taken into account, and therefore would not merit a further extenuation. However, existing disabilities can change and these changes may therefore need to be taken into consideration. The following are examples that may be accepted as an additional set of extenuating circumstances and this form, accompanied by appropriate evidence, should then be used to seek this further extenuation.

- Any unseen disability or medical condition which fluctuates, or has a tendency to “flare up”, or can be unpredictable, for example, epilepsy, diabetes, IBS, ME CFS.
- Any physical disability, mobility issue, dexterity and/or chronic condition which impacts severely on daily living and can result in an inability to access some parts of the course and impacts on study, producing of assignments, revision etc.
- Any developmental difficulty such as autism or Asperger’s Syndrome which can impact on concentration and focus, time management and organisation skills and mental health and well-being.
- Any general or specific learning difficulty such as dyslexia, dyscalculia, dysgraphia, dyspraxia or attention deficit disorder where motor skills, information processing and memory are affected and where full support from Disability Services and the student’s Schools is not in place or has just recently been put in place.

### **What circumstances are NOT taken into account?**

The following list gives examples of circumstances that will not be accepted by the Boards of Examiners. This list is not exhaustive.

- Mistaking the date/time of an examination or coursework deadline.
- General pressure of academic work e.g. a number of assignments with similar deadlines, as you are expected to plan your work schedule.
- Employment commitments unless you are a part-time student with a full-time job.
- Alarm failure on the morning of the examination.
- Holidays.
- Family events.
- Personal computer failure as you should have taken adequate precautionary measures e.g. backups.
- Leaving it to the last minute to access IT equipment/printing facilities and then finding that they are not available, unless there has been a Systems failure.
- Non compatibility of your IT equipment with University IT equipment, as it is expected that you should have planned and checked that it was possible to transfer files from your computer to the University systems well before the assessment deadlines.

The above is not a definitive list of examples. It will be up to the relevant Discipline Board of Examiners or the Sub-Committee on Examination Absences and Coursework Extensions to consider the evidence and make a decision as to whether the circumstances you have submitted are valid.

### **Supporting Documentation**

It is **your responsibility** to obtain and submit the appropriate independent evidence to substantiate your claim. If this is not available at the time of submitting the form, you should indicate that you have requested it and when you will be able to hand it in. Do NOT delay the submission of your form because you have to wait for a piece of evidence, if this means that you will miss the submission deadline. However your request is likely to be rejected if it is not supported by independent evidence. If you submit independent evidence at a later date you should get a receipt to state that you handed it in.

There will be circumstances where it is difficult or impossible to gain independent evidence; however for circumstances where it is reasonable to expect evidence and it is missing your claim will be rejected.

Examples of appropriate evidence include:

- A medical certificate clearly stating that you were unfit to take the examination or were ill at the time of writing the assessment.
- Letter from a Counsellor.
- A death certificate; funeral director's letter. You should also indicate your relationship to the deceased.

The evidence should either be original documents or independently verified copies. Where you are submitting the extenuating circumstances to more than one School, it is acceptable to copy the evidence. If you hand in a copy you should keep the original and be prepared to produce the original promptly if needed. The evidence also needs to be relevant to the time that the circumstances occurred. For example a doctor's note saying that you were ill for one week will not be acceptable if you are claiming that you have had medical problems for a month. If the evidence is not in English, an authenticated independent translation must also be attached.

If you are unsure about your request for extenuating circumstances being taken into consideration, please contact the Centre for Learning and Student Support where an advisor will help you.

**Declaration**

You are required to sign the form and date it. Unsigned forms will not be accepted.