**Extenuating Circumstances Case Studies**

* **Extensions of time:** A student has submitted an EC claim which has independent and verifiable supporting evidence and has been submitted in time. The student has noted on the claim form that they had received a 2 week extension due to their ECs. The supporting evidence backs up the claim for ECs up to a week before the extended submission date.

**Likely panel decision**: The EC claim would be deemed invalid since the evidence does not show that the ECs were affecting them at the time of submission. The extension has taken into account the students’ ECs at the time and has been managed according to the regulations around extensions of time.

If the evidence showed that the ECs could still have been affecting the students’ performance post submission point, the panel should use their discretion to assess if:

* + the extension of time was sufficient or if it is appropriate now to deem the claim valid and allow the MCP to recommend a further deferment of the assessment.
  + Other modules not submitted for within the same time frame should also be included.
* **Submission deadline:** A student has submitted an EC claim which falls outside of the deadline for submission (after 5 working days from the deadline for submission) but is received before the final EC panel for the appropriate MCP and UAB. The evidence supporting the claim backs up the students claim and is appropriate evidence in line with the regulations. The dates on the evidence and the submission deadline match. The claim is referring to some significant circumstances.

**Likely panel decision:**  The EC claim could be deemed valid. The claim has been received in good time for a decision to reach the MCP. The ECs are significant, and the evidence backs up the students’ claim.

* **No supporting evidence:** A student has submitted an EC claim which is not supported by evidence. The student has stated on the form that evidence can be obtained from a source if the University wishes to pursue it.

**Likely panel decision:** The claim will be deemed **invalid.** The onus is on the student to supply documentary evidence to support their claim. The University will not contact third parities on behalf of the student. However, it is also important to note that the Panel may seek to confirm the validity of the evidence provided.

* **Issues around computer failure:** A student has submitted an EC claim which states that their computer failed 1 day before submission. They have provided documentary evidence which verifies this.

**Likely panel decision:** The claim will be deemed **invalid**. Computer failure comes under the heading of ‘claims not likely to qualify’ in the academic regulations. Students are expected to have backed up their work to avoid such a circumstance.

* **Evidence which is non-verifiable:** A student has submitted an EC claim which contains a letter from someone who is supporting their claim. The letter is not on headed paper/with no signature/date/from a named person in authority.

**Likely panel decision:**  The claim will be deemed **invalid**. Documentary evidence must be independent and verifiable. Any supporting statement should be on headed paper or if from a tutor, should be from their staff email address.

* **Long terms condition:** A student has submitted an EC claim for modules submitted in Semester 2. The documentary evidence is dated 1st September. The student has a long-term condition which will not improve over time.

**Likely panel decision:** The claim will be deemed valid, **if** the documentary evidence verifies the nature of the condition and ties in with what the student is claiming and that there may be occasions where the condition may be exacerbated . The panel are able to use their discretion when considering long-term conditions and times when the impact is more significant.

There could be a request for the student to supply further supporting evidence for the time of the submission to evidence that there is a period of exacerbation.

In situations where there is a long-term health condition that is normally managed through ongoing support and in working with the course team, the panel would need to be satisfied that there could be an impact of the managed long-term condition at the time of the submission;

**Examples of EC claims classed as VALID:**

* Student submits EC claim with independent supporting evidence that covers a serious health issue where the dates of the assessment match the dates in the supporting evidence.
* Student submits EC claim with independent supporting evidence, with matching dates to assessment, that covers a serious personal circumstance, e.g. divorce, serious accident of close family member, death of close family member, court proceedings etc.
* Claim in relation to pregnancy where there are medical complications associated with the pregnancy.

**Examples EC claims classed as NOT VALID:**

* Claim with incomplete information, i.e. they do not put the module codes and/or assessment deadline/date of examination.
* Claim without any independent supporting evidence.
* Claim with independent supporting evidence but the dates on the evidence and the dates of the assessment do not match (bearing in mind the extenuating circumstance and whether it may have affected the student for an extended period of time).
* Claim in relation to pregnancy except as above.
* Claim in relation to a holiday, wedding or sporting fixture.
* Claim in relation to computer crashes, lost disks, printer malfunctions etc.
* Claim in relation to minor illness, eg. cold, headaches, hay fever etc.