

Personal Extenuating Circumstances

Please read the **Study and Assessment Regulations** and the **Examination and Assessment Arrangements Guidelines for Special Educational Needs** before completing this form.

This Document should be delivered in **paper or electronic form** to the **Exam Office**.

Name:			
Email Address:			
Registration Number:		Programme:	
Assessments Affected by Extenuating Circumstance:	Modul (Title and Code):	Assessment Affected:	Date of Exam or Course Work:
Type of Supporting Evidence:	Medical Certificate	Letter from Consultant	Letter from Counselor
	Police Incident Report	Supporting Statement from a Member of University Staff	
	Other:		
Details on Previous Requests:			

Dates Affected by PECs	From (dd/mm/yy):	To (dd/mm/yy):
Details of the personal extenuating circumstance:		
Details about what the Exam Board is being requested to consider:		
Date:		Signature:

Decision of the Exam Board:

Request:	Accepted	Rejected
Reason for rejection:	Evidence not submitted	Request is unclear
	Evidence not accepted	
	Other:	
Comments:		
Date:		Signature:

Guidance Notes – please read carefully

Extensions for coursework will be granted **only in exceptional circumstances** and, wherever possible, agreed in advance. **Medical evidence is taken into account but does not guarantee an automatic extension.**

Grades capped/no grades will be applied to assignments if:

- 1) You fail to follow the correct request procedure in time, or
- 2) The Module coordinator does not see fit to grant an extension.

Acceptable grounds for the consideration of an extension request

Unavoidable detention elsewhere

- In hospital on/before date of submission
- In court/detention on/before date of submission
- Participation in authorised national or international sporting competition or authorised national sports training camps.

Medical grounds

- Confined to bed or otherwise unable to attend at campus
- Ability to work seriously impaired on or before the date of submission

Compassionate grounds

- Death of a close person
- Sudden acute or serious illness or injury (including serious mental illness) of a close person.

Other exceptional grounds (or other good cause for absence)

- Exceptional circumstances will be considered on their own merits. Supporting documentation should be provided wherever possible.
- Applications for assignment extension on exceptional grounds or where there is no supporting documentation may require the student to present their case in person to the Module coordinator.