

EXTENUATING CIRCUMSTANCES

This is designed to be a brief guide on extenuating circumstances.

The full guidelines for students on taught courses can be found at:

www.nottingham.ac.uk/quality-manual/assessment/pro-guid-ext-cir.htm . It is important to consult this document and seek advice from the

Education Worker, based within the Student Advice and Representation Centre, if you are unsure of any issue.

What are extenuating circumstances?

'Extenuating circumstances' are any type of personal circumstances that have or are likely to have a significant impact on a students' academic performance in any type of assessment. The University Quality Manual lists some examples:

- illness (other than minor illnesses such a cold)
- bereavement
- acute personal/emotional circumstances
- becoming a victim of crime
- family illness

These are only examples and there is no exhaustive list, so if you think you have circumstances which are affecting your academic performance, it is best to inform your School as soon as possible.

What will not be accepted as extenuating circumstances?

There are some general issues which are not considered to be extenuating circumstances by the University. Some examples include:

- Transport issues
- Pre-booked holidays
- Accommodation issues
- Misreading the exam timetable
- 'Exam stress'

What do I need to do if I want my circumstances to be considered by my School?

If you think you have extenuating circumstances and:

- you miss an assessment as a result of your extenuating circumstances, or
- you attempt an assessment but feel that that the circumstances affected your performance

You need to fill in an Extenuating Circumstances Form which can be download from: **www.nottingham.ac.uk/quality-manual/forms/assessment-ext-cir-form.doc**. The completed form should then be returned to your School/Division within seven working days of having completed or submitted the assessment. When completed, the form must be signed by a member of your School, normally a member of the teaching staff.

It is very important to submit this form as soon as possible, as it likely that your extenuating circumstances will not be considered if you submit them late.

Furthermore, if you miss an exam, you must contact your School at the earliest opportunity to explain why you are not going to/have not taken it.

If your circumstances could be classed as a long-term disability. You should let your School know at the earliest opportunity, so that they make appropriate arrangements. The University policy on this can be found at:

www.nottingham.ac.uk/quality-manual/disability/disassess.htm.

Religious Observance

Students who are unable to take examinations on a particular day during the published examination periods for reasons of religious observance (e.g. Sabbath, Friday Prayers) should complete a Religious Observance Form by the published deadlines. Whilst the University will make every effort to avoid the times/dates in students' requests it may not always be possible to re-arrange exam times.

What type of evidence do I need?

You will usually need supporting evidence of your extenuating circumstances. All medical certificates/statements and/or letters of support should be written by appropriately qualified professionals who are independent to the student. Letters should be signed, dated and on headed paper. If you have any supporting evidence which is not written in English, you will need to find a suitable person to translate it and provide a copy of the translation.

When will I know if my circumstances have been considered?

Your School and the University have the discretion to determine the degree to which any extenuating circumstances have had an effect on a student's performance. The degree to which any extenuating circumstances affect any academic decisions will depend on several factors, including the length and severity of the circumstances.

For more advice and information on extenuating circumstances, please contact the Education Worker in the Student Advice & Representation Centre.

Tel: 0115 8468736

Email: sueducationworker@nottingham.ac.uk