

This form should be used if students are unable to submit an Online Exceptional Circumstances request
<https://crmportal.shu.ac.uk/knowledgebase/article/KA-01854/en-us>

NOTES FOR COMPLETION AND SUBMISSION OF EXTENUATING CIRCUMSTANCES

1. Before completing an Exceptional Circumstances Form, it is important that you read the University's Extenuation Policy. This is on shuspace, located under Rules and Regulations / Study: <https://www.shu.ac.uk/-/media/home/myhallam/university-life/rules-and-regs/study/assessment-support-and-ex-circs/eec-policy-and-procedure.pdf> It is also strongly recommended you seek advice from Hallam Help, Student Support Advisers or the Students' Union who can offer advice on whether to submit Extenuating Circumstances.
2. Please ensure that you understand the different options that are available within the policy particularly the differences between procedures for I Extension Requests and the submission of Exceptional Circumstances in relation to the submission of coursework. The form must clearly state what your extenuating circumstances are, the timing of the circumstances and how you have been affected. You are either unable to complete/attend the assessment **or** have concerns regarding underperformance.
3. An EC1 Form should be completed and submitted if you consider that you have suffered from circumstances that are beyond the normal difficulties experienced in life which may have caused exceptional interference with assessments. Normally you must submit independent evidence of these circumstances.
4. As extenuating circumstances are exceptional, it is difficult to give examples of any. But some examples of circumstances which **would normally be accepted** and examples of the documentary evidence that would normally be expected include:
 - **Illness**
 - medical note, letter or certificate from GP, hospital consultant, SHU Medical Centre, dentist, or health practitioner such as osteopath, - this must contain a clear medical diagnosis or opinion and not merely report your claim that you felt unwell, nor report your claim that you had reason to believe you were ill.
 - self-certification declaration for short illness (1 – 5 days duration – using University procedures - Please note: self-certification would not be accepted for coursework)
 - hospital appointment cards (showing name/dates),
 - prescription or medicine labelling (showing name/dates),
 - **Theft or burglary:** crime report and number
 - **Exceptional work commitments:** letter from employer
 - **Unforeseen transport difficulties** which could not have been avoided: letter from transport company
 - **Criminal investigation or proceedings, litigation, other legal matters:** solicitor's letter
 - **Personal or domestic problems:** letter from someone in a professional capacity who has direct knowledge of the problems and / or has been involved in supporting the student

Examples of circumstances that **would not normally be accepted:**

Coursework

- completing and submitting coursework too late and missing deadlines
- losing work not backed up on disk
- normal work commitments
- a minor ailment such as a cold, or a domestic upset
- a long-standing condition, such as susceptibility to hay fever

Examinations

- misreading the timetable
- over sleeping / alarm clock not going off
- normal work commitments
- holidays
- missing the bus

5. How to submit extenuating circumstances
 Please note that there are time limits for submitting extenuating circumstances. The timescale for submission is no later than 5 days after an examination or 5 days after the deadline date for coursework assessment, in the relevant semester or assessment period. If extenuating circumstances are submitted after the time limits Extenuating Circumstances Panels would normally decline them unless there is a valid reason for late submission (eg if you are confined to hospital and could not fill in an EC1 form).
6. How are extenuating circumstances considered?
 Extenuating circumstances claims are considered by an independent panel. Please refer to the Submission of Extenuating Circumstances Section of the Extenuation Policy <https://www.shu.ac.uk/-/media/home/myhallam/university-life/rules-and-regs/study/assessment-support-and-ex-circs/eec-policy-and-procedure.pdf> Once your EC form has been submitted, it will be

considered at the next scheduled EC panel. You will be informed of the panel's decision via your SHU email and the personal email we have on file.

7. If you are submitting an EC1 as a result of a medical condition or a physical, sensory or mental health difficulty and it is likely that this condition may be an on-going one, you are advised to obtain advice from Disabled Student Support in Student & Learning Services. It may be that recommendations can be made for a permanent change to your assessment conditions within a Learning Contract. Other support and/or equipment may also be recommended, if appropriate.

SUBMISSION OF EVIDENCE OF EXCEPTIONAL CIRCUMSTANCES TO THE UNIVERSITY

You should read the University's Extensions and Exceptional Circumstances on Shu space under Rules and Regulations/Study: <https://www.shu.ac.uk/-/media/home/myhallam/university-life/rules-and-regs/study/assessment-support-and-ex-circs/eec-policy-and-procedure.pdf> before you complete this form. You must also remember to attach all necessary documentary evidence. Also please read the Student Guidance notes attached before completing this form. It is strongly recommended that you discuss your problem with someone in the University, in the first instance please contact Hallam Help or the Students' Union who will also be able to advise you on the completion of the EC1 form.

How to complete and submit the EC1 form

- To complete this form you will need the following:-
 - personal details
 - module/s affected, including exact details of each assessment task
 - documentary evidence to support how your performance has been affected by your circumstances in these assessments (eg medical note, letter from student counsellor)
- Once you have completed all sections and all boxes of the form and attached your evidence, you must submit it to Hallam Help

You must submit your EC1 form no later than **5 days** after an examination/deadline date for coursework assessment. Forms received later than this will only be considered in exceptional circumstances if there is a valid reason for the late submission of the form supported by documentary evidence. Please provide a reason if you are submitting the form late.

1 PERSONAL DETAILS	
Name	
Student ID Number	
Course Title and Year (eg 1,2)	
Course Code	
Contact telephone number	

2 MODULE(S) AFFECTED AND SUMMARY OF CIRCUMSTANCES					
Name of Module(s) and Module code(s) (only listed modules will be considered)	Assessment task affected (eg coursework,, presentation, phase test, examination)	Deadline date of coursework or date of examination	Course work only Have you had an extension? Please tick as appropriate	Dates when these circumstances applied e.g. for ill health, the date when you first became ill to the date when you felt you had fully recovered	Please indicate non-attendance/non submission or underperformance by ticking appropriate box. PLEASE ONLY TICK ONE BOX
			No <input type="checkbox"/> Yes <input type="checkbox"/> If yes date of extension		<input type="checkbox"/> Non-submission/non-attendance <input type="checkbox"/> Underperformance (please only tick one box)
			No <input type="checkbox"/> Yes <input type="checkbox"/> If yes date of extension		<input type="checkbox"/> Non-submission/non-attendance <input type="checkbox"/> Underperformance (please only tick one box)
			No <input type="checkbox"/> Yes <input type="checkbox"/> If yes date of extension		<input type="checkbox"/> Non-submission/non-attendance <input type="checkbox"/> Underperformance (please only tick one box)
			No <input type="checkbox"/> Yes <input type="checkbox"/> If yes date of extension		<input type="checkbox"/> Non-submission/non-attendance <input type="checkbox"/> Underperformance (please only tick one box)
			No <input type="checkbox"/> Yes <input type="checkbox"/> If yes date of extension		<input type="checkbox"/> Non-submission/non-attendance <input type="checkbox"/> Underperformance (please only tick one box)
			No <input type="checkbox"/> Yes <input type="checkbox"/> If yes date of extension		<input type="checkbox"/> Non-submission/non-attendance <input type="checkbox"/> Underperformance (please only tick one box)
			No <input type="checkbox"/> Yes <input type="checkbox"/> If yes date of extension		<input type="checkbox"/> Non-submission/non-attendance <input type="checkbox"/> Underperformance (please only tick one box)

3 DETAILS OF THE EXTENUATING CIRCUMSTANCES

Explain how the circumstances affected your ability in the assessment task(s). The key information to include is what the circumstances are, how the assessment(s) have specifically been affected, what support you have sought/received and include dates where relevant. Please be as clear and concise as possible. Remember that the panel are impartial and will therefore only reach a decision based on the information provided on the form. If you have a Learning Contract, please also complete the box at the end of section 3. Please continue a separate sheet if necessary

Learning Contract student only (see Assessment support for students with Learning Contracts) <https://www.shu.ac.uk/-/media/home/myhallam/university-life/rules-and-regs/study/assessment-support-and-ex-circs/assessment-support-for-students-with-learning-contracts-23-24.pdf>

Tick reason that applies:	Reason for deferral request:	Signed by: (student responsible for collecting signature from Student Support Adviser prior to submission of form)
	1. Reasonable adjustment to examination conditions was not in place	Student Support Adviser
	2. Variable or unpredictable medical condition.	Student Support Adviser:
	3. Learning contract states that a deferral for an examination can be requested.	Student Support Adviser

4 DOCUMENTARY EVIDENCE

Please list the supporting evidence that you will be providing or reasons **why documentary evidence cannot be attached**. It is important that documentary evidence includes details of the circumstances, relevant dates/duration and where possible, its impact. Some examples of documentary evidence can be found on the front page of the EC1 form. (Point 4) (where possible submit the form online / by email and provide evidence as attachments).

5. UNIVERSITY STAFF COMMENTS

For use by University staff eg Module Tutors, Course Leaders, Academic Advisers, Student Support advisers, Counsellors, Multifaith Chaplaincy staff:

Students are not obliged to discuss extenuating circumstances claims with staff, but if a student has discussed this claim with you and has asked you to comment in writing, and if you have sufficient knowledge to do this, please write any comments below and return this form to the student.

Please note that the EC Panel will take factual information and evidence into account but will not normally take account of statements which only offer support but give little or no factual details.

Signature of staff member _____ Name (please print) _____

6 CHECK YOUR FORM AND EVIDENCE

Before you submit this form, have you:

- **Correctly** listed all the assessments you believed were affected and their dates (see section 2)? *Tick here when you have checked* ☐
- **Fully** completed the boxes under each of the headings in section 2? *Tick here when you have checked* ☐
- **Linked** the timing of the circumstances with the assessments you listed (see section 2)? *Tick here when you have checked* ☐
- **Clearly** explained what your extenuating circumstances were and how they affected assessment (see section 2 and 3)? *Tick here when you have checked* ☐
- **Attached** independent documentary evidence about your extenuating circumstances? If not, have you explained why? (see section 3) *Tick here when you have checked* ☐

7 CERTIFICATION OF FORM

I certify that:

- the information I have given on this form is correct to the best of my knowledge.
- I have attached to the form all the documents listed in 3 above.
- I understand that appropriate staff will have access to the information provided on this form.

Signed: _____ Date: _____

BEFORE YOU SUBMIT THIS FORM, PLEASE READ CHECKLIST ABOVE AND CHECK THAT YOU HAVE COMPLETED FORM CORRECTLY

Once the form has been checked, the completed form can be submitted to Hallam Help ! Hallam Help hallamhelp@shu.ac.uk or directly to the Extenuating Circumstances inbox: ExtenuatingCircumstances@shu.ac.uk