



University of Nottingham Extenuating Circumstances Form

Before completing this form, please ensure you have read the Extenuating Circumstances procedure. You must complete all sections of this form before submission.

This form must be completed by the student and submitted via MyNottingham within 7 days of an affected examination or before the affected coursework/dissertation/project deadline.

Student Name

Course

ID Number

Personal Tutor

Home School / Department

Year of Study

1. Please indicate why the form is being completed by ticking the appropriate box or boxes:

- absence from an examination/assessment or non-submission of coursework
request for extension(s) to deadlines for submission of written assignment(s)
claim of adversely impacted performance in an assessment
request for extension to the date set for / a further annual review (PGR students only)
late diagnosis of a disability or long-term medical condition

2. When were you affected e.g. from 02 May 17 to 09 May 17. The evidence you provide should cover these dates

From - To

3. What work / examinations was affected?

Table with 4 columns: Module code, Module title, Assessment affected?, Date(s) of exam/coursework/ placement affected. Contains 10 empty rows for data entry.

#### 4. What evidence are you providing in support of your claim?

It is important that the evidence you supply not only covers the dates declared in section 3, but supports the claim of impact provided in section 5. Please submit scanned copies with your claim form. The University reserves the right to request original copies.

Doctor's note/letter	Letter from counsellor
Record of hospital admission	Supporting statement from member of staff
Letter from consultant or other specialist	Police incident report
Death Certificate	Letter from Court
Other	

Please note that the Counselling service and Personal Tutor/Welfare Officers are not obliged to provide supporting evidence and cannot do so if you have not made them aware of your circumstances prior to making this claim.

#### Will supporting documentary evidence be submitted separately?

If not provided at the point of submission, supporting documentary evidence should be submitted within 14 days of the coursework deadline or examination. A decision cannot be made until evidence is received.

Yes

No

#### 5. Although it isn't mandatory for you to speak to someone before you submit a claim, staff members can provide helpful advice, if needed. If you've been speaking to someone about the circumstances affecting your study, it can be helpful for the Panel to know this.

	Name
Yes, my Personal Tutor	_____
Yes, a Welfare Officer	_____
Yes, another staff member	_____
No, I have not spoken anyone	_____

#### 6. Explanation of the situation

What happened? How serious was it? How did it impact upon your studies or assessment?

**7. What outcome are you seeking from this claim? e.g. coursework extension, further attempt at the affected assessment**

This is for indicative purposes only, the School/Department has the final decision as to what action will be taken.

**Student signature and consent**

The information I have provided is correct and complete to the best of my knowledge. In submitting this form I give my consent for this information to be disclosed to relevant Examiners and Officers of the University responsible for considering my claim. I understand that the claim will be kept on my University record.