

Extenuating Circumstances

During your studies things can happen that are outside your control that can have an impact on your coursework, attendance and exams. In these cases, students are encouraged to inform the University using an Extenuating Circumstances form. Any Extenuating Circumstances claims are considered by a Board of Examiners who will decide whether your circumstances can be substantiated and what action should then be taken.



You will therefore, need to use the forms not only to explain what has happened but also to make a case to explain the personal affect these circumstances have had and how your work has been affected.

Evidence: When submitting an extenuating circumstances form **it is vital to supply as much evidence as possible** to support your case. The University will not request this evidence, so it is your responsibility to provide it. We know circumstances can often be quite emotionally or physically straining and that it can be hard to obtain evidence, but the importance of third-party evidence cannot be over-stated.

Evidence can include a statement from student support, a GP/doctor or counsellor, a police report, medical report, death certificates or other relevant sources. Sources with authority are recommended where this is appropriate. If you are required to travel as a consequence of your circumstances then evidence of your travel may also be relevant. If you experience illness during your exams you are strongly advised to seek medical assistance at the time you are ill.

Campus health services: <http://www.essex.ac.uk/life/health/>

University of Essex Student Support: <https://www.essex.ac.uk/students/health-and-wellbeing/>

Effect: The next step in completing the extenuating circumstances form is to explain the effect that the extenuating circumstances had on your studies. This may seem obvious to you, as you experienced it first hand, but it is advised that you make it clear in the form exactly what the impact on you was. If you have evidence of this impact then also consider including this with your form. You may find it useful to follow this formula:

Past: How did the circumstances arise? What happened?

Present: How are you dealing with the circumstances now?

Future: What steps can you take to minimise the impact the circumstances will have in the future?

Outcome: If there is a particular outcome that you would like then you should mention it in the form. It is not guaranteed that this outcome is possible and they do depend on the rules of assessment. Please be aware of the rules of assessment and if you have any queries speak to an adviser.

Here to help: SU Advice is here to help and support you through the process. If you have any questions or concerns please contact us to speak with an adviser.