1. **Extenuating Circumstances Accepted**

Dear *Student Name*

**Student Name: *………………***

**Student ID Number: *…………….***

**Programme: *………….***

Your Extenuating Circumstances claim, dated Day Month Year, covering the *examination/coursework* for *Module Code Module Title* has been considered by an Extenuating Circumstances Panel.

The decision of the Panel claim is that your claim has been approved because there are sufficient grounds for believing that your ability to study and/or perform in the relevant assessment(s) has been adversely affected.

The decision of the Panel is: (delete as appropriate):

*That the late submission penalty imposed is waived. Your mark will be revised accordingly.*

*You have been granted an extension to the deadline set for a submission until XXXXXXXXXX.*

*You will be allowed a further attempt (examination or coursework) for which the mark gained will count as your first mark (a first sit).*

*You will be allowed an additional attempt at the examination or coursework.*

*You will undertake a different form of re-assessment because the same or equivalent assessment is no longer possible. This form of assessment has been approved by Quality and Standards Committee. Details will be provided to you by XXXXXXX*

*That XXXXX element of a module assessment will be disregarded and your mark for XXXXXX will be re-computed based on completed components subject to regulation 5 of the* [*Assessment Regulations*](https://www.nottingham.ac.uk/academicservices/qualitymanual/assessmentandawards/assessment-regulations.aspx)*.*

*That the affected year/semester be annulled and you may undertake a repeat period of study and assessment (for which tuition fees will be payable) subject to this being an option supported by any sponsor or legal obligation and to the University’s policy on* [*Maximum Period from Initial Registration*](https://www.nottingham.ac.uk/academicservices/qualitymanual/registrationattendanceandstudy/maximum-period-from-initial-registration.aspx)*.*

*That a recommendation will be made to the Examination Board to disregard marks for module(s) XXXXXXX, in computing the classification or credit weighted average for the final stage of your study, subject to the provisions of the Regulations governing your course of study.*

*That a recommendation will be made to the Examination Board that a case be made to Quality and Standards Committee (QSC) to revisit your performance in earlier years for the purposes of recommending a degree classification outside regulations.*

Additionally, the Panel recommends that (delete or insert details of additional recommendation, where applicable). Should you fail to comply with this recommendation, further claims made due to similar circumstances may be rejected.

If you are dissatisfied with the outcome of your claim, you should refer to section 12 of the [Extenuating Circumstances Procedure](http://www.nottingham.ac.uk/academicservices/currentstudents/extenuating-circumstances/extenuating-circumstances-procedure.aspx). You are encouraged to speak to your Personal Tutor, Welfare Officer, Student Union Education Adviser or other appropriate member of staff for clarification or guidance in the first instance.

General advice and information regarding the Extenuating Circumstances procedure is also available on the [SU website](https://www.su.nottingham.ac.uk/advice/help-with-your-course/extenuating-circumstances/).

Yours sincerely

*Name*

*Title*

*School*

cc File

1. **Extenuating Circumstances Accepted – decision deferred to end of year (final year students only)**

Dear *Student Name*

**Student Name: *………………***

**Student ID Number: *…………….***

**Programme: *………….***

Your Extenuating Circumstances claim, dated Day Month Year, covering the *examination/coursework* for *Module Code Module Title* has been considered by an Extenuating Circumstances Panel.

The decision of the Panel is that your claim is provisionally approved on the basis of the evidence provided but a final decision on the outcome and any recommendations will be deferred to a meeting of the Extenuating Circumstances Panel at the end of the academic session when the full impact can be assessed.

You will receive confirmation of the final decision of the Panel after that meeting has taken place.

General advice and information regarding the Extenuating Circumstances procedure is also available on the [SU website](https://www.su.nottingham.ac.uk/advice/help-with-your-course/extenuating-circumstances/).

Yours sincerely

*Name*

*Title*

*School*

cc File

1. **Extenuating Circumstances Rejected**

**PRIVATE AND CONFIDENTIAL**

*Date*

Dear *Student Name*

**Student Name: ………………**

**Student ID Number: …………….**

**Programme: ………….**

Your Extenuating Circumstances claim, dated Day Month Year, covering the *examination/coursework* for *Module Code Module Title* has been considered by an Extenuating Circumstances Panel.

\*select the appropriate outcome

*Your claim is not approved because the grounds are not acceptable within the University’s Extenuating Circumstances Procedure.*

*Your claim is not approved because the evidence provided does not cover the relevant period.*

*Your claim is not approved because the evidence provided is not from an approved source.*

*Your claim is not approved because the evidence provided is insufficient to support the claim of seriousness of impact.*

*Your claim is not approved because there are insufficient grounds to conclude that your ability to study and/or perform in the relevant assessment(s) would have been significantly different in the absence of the circumstances advanced.*

*Your claim is not approved because there are grounds for concluding that your ability to study and/or perform in the relevant assessment(s) has been adversely affected, but not to such an extent as to materially affect the degree class/programme awarded.*

If you are dissatisfied with the outcome of your claim, you should refer to section 12 of the [Extenuating Circumstances Procedure](http://www.nottingham.ac.uk/academicservices/currentstudents/extenuating-circumstances/extenuating-circumstances-procedure.aspx). You are encouraged to speak to your Personal Tutor, Welfare Officer, Student Union Education Adviser or other appropriate member of staff for clarification or guidance in the first instance.

General advice and information regarding the Extenuating Circumstances procedure is also available on [the SU website.](https://www.su.nottingham.ac.uk/advice/help-with-your-course/extenuating-circumstances/)

Yours sincerely

*Name*

*Title*

*School*

cc File

1. **Extenuating Circumstances Not Considered – out of time**

Dear Student Name

**Student Name: ………………**

**Student ID Number: …………….**

**Programme: ………….**

Your Extenuating Circumstances claim, dated Day Month Year, covering the *examination/coursework* for *Module Code Module Title* has been rejected automatically and without consideration as it was submitted outside the specified timeframe with no authoritative evidence that you were unable to submit the extenuating circumstances any earlier (please see section 9 of the [Extenuating Circumstances procedure](http://www.nottingham.ac.uk/academicservices/currentstudents/extenuating-circumstances/extenuating-circumstances-procedure.aspx)).

The timescales for submission are considered to be reasonable and give sufficient opportunity for notification that an assessment is being/has been affected.

If you are dissatisfied with the outcome of your claim you should refer to section 12 of the [Extenuating Circumstances Procedure](http://www.nottingham.ac.uk/academicservices/currentstudents/extenuating-circumstances/extenuating-circumstances-procedure.aspx). You are encouraged to speak to your Personal Tutor, Welfare Officer, Student Union Education Adviser or other appropriate member of staff for clarification or guidance in the first instance.

General advice and information regarding the Extenuating Circumstances procedure is also available on the [SU website](https://www.su.nottingham.ac.uk/advice/help-with-your-course/extenuating-circumstances/).

Yours sincerely

*Name*

*Title*

*School*

cc File

**5. Extenuating Circumstances Not Considered – evidence not supplied within time limits**

Dear Student Name

**Student Name: ………………**

**Student ID Number: …………….**

**Programme: ………….**

Your Extenuating Circumstances claim, dated Day Month Year, covering the examination/coursework for Module Code Module Title has been rejected automatically and without consideration as evidence in support of your claim has not been provided within the timescales set out at section 9.2 of the procedure and you have not requested an extension of time in which to submit evidence.

The timescales for submission are considered to be reasonable and give sufficient opportunity for notification that an assessment is being/has been affected.

If you are dissatisfied with the outcome of your claim you should refer to section 12 of the [Extenuating Circumstances Procedure](http://www.nottingham.ac.uk/academicservices/currentstudents/extenuating-circumstances/extenuating-circumstances-procedure.aspx). You are encouraged to speak to your Personal Tutor, Welfare Officer, Student Union Education Adviser or other appropriate member of staff for clarification or guidance in the first instance.

General advice and information regarding the Extenuating Circumstances procedure is also available on the [SU website](https://www.su.nottingham.ac.uk/advice/help-with-your-course/extenuating-circumstances/).

Yours sincerely

Name

Title

School

cc File

**6. Extenuating Circumstances Not Considered – claim submitted after examination board outcome**

Dear Student Name

**Student Name: ………………**

**Student ID Number: …………….**

**Programme: ………….**

Your Extenuating Circumstances claim, dated Day Month Year, covering the examination/coursework for Module Code Module Title has not been considered under the Extenuating Circumstances procedure in accordance with section 9.6 of the Extenuating Circumstances Procedure.

*Claims may only be submitted before a progression or classification Board of Examiners has reached a decision on a student’s results. After a Board of Examiners has confirmed its decision in relation to a student’s results, the* [*Academic Appeal procedure*](http://www.nottingham.ac.uk/academicservices/currentstudents/academicappeals.aspx) *should be followed. The Academic Appeal submitted by the student will need to demonstrate that new evidence was not, and could not have been, made available to the Board of Examiners at the time of its original decision. Any matters which could have been raised before the meeting of the Board, but, without good reason, were not raised, will not be considered in the event of an Appeal.*

For further guidance about next steps, we would recommend contacting Students’ Union Advice by telephone on 0115 8468730 or by email at SUAdvice@nottingham.ac.uk.

Yours sincerely

Name

Title

School

cc File