

EC Policy flowchart - Student guidance - from 25th Sep 2023

-NO-

NO

Does the situation or event meet the conditions to be considered an 'Acceptable' Extenuating Circumstance?

-NO

Submit your coursework and/or attend your exam as normal

Is it for coursework?

NO

-YES→

NO

You may request an extension via an Extenuating Circumstances claim for up to 5 working days without evidence but some coursework may be excluded. Consult your module convenor if you aren't sure.

If you would like a longer extension or a different outcome, you must raise a claim supported by evidence as per the EC procedure.

Is this situation an acute injury/ circumstances that means you need adjustments for an exam (e.g. broken hand requiring a scribe)?

You may <u>apply for a self certified absence</u> from an exam via the Extenuating Circumstances process. For other assessment types you will need to provide evidence to support a claim