A situation or event has occurred which has affected your ability to study or take assessment. Does this relate to a long term condition?

YES

Refer to the 'Policy on long-term conditions or disabilities affecting students' ability to study and complete assessments' to seek a support plan for your studies and other additional support.

NO

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

YES

Submit your coursework and/or attend your exam as normal

NO

Do you have evidence?

YES

Is it for coursework?

YES

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.

NO

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

NO

Is it for coursework?

YES

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.

NO

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

YES

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.

NO

Do you have a support plan?

YES

—is your request for an extension on coursework?

YES

Please submit an Extenuating Circumstances claim here

NO

Have you requested a claim via the CERF (Coursework Extension Request form)?

YES

Submit a CERF form to request an extension as a student with a support plan

NO

NO

Do you need more time to do your coursework?

YES

No further action required

NO

NO

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