EC Policy flowchart - Student guidance - updated Sep 2025

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.

Do you have a support plan?

YES

Is your request for an extension on coursework?

YES

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

NO

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

YES

Do you need more time to do your coursework?

NO

No further action required

NO

Please submit an Extenuating Circumstances claim here

NO

See 'Policy on long-term conditions or disabilities affecting students' ability to study and complete assessments' to seek support.

NO

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

YES

Do you have evidence?

YES

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

YES

NO

Is it for coursework?

YES

It is possible to self-certify for EC on coursework.

There will be one support measure possible. Your School will have pre-selected from those available.

Where it is not the default 5 working day extension, the School will notify students which support measure it is.

If you need a different decision, you will need to submit an EC claim with evidence.

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

Submit your coursework and/or attend your exam as normal