

Extenuating Circumstances

A quick guide

Principles

Cases where events outside of the student's control have adversely affected their performance or ability to complete an assessment.

What is the role of ECP?

1. Ensure consistency across UWTSD
2. Approve or reject claims
3. Determine action if claim is approved
4. Exceptionally, refer student to Student Services

Applicable Cases

- Immobilising illness/hospitalisation
- Bereavement (death of relative or close friend)
- Significant adverse personal circumstances
- Pressures from employment (only where study is subsidiary to employment)
- Coronavirus related issues

Non-Applicable Cases

- Minor, non-immobilising health problems
- Loss of work
- Technical problems not caused by the University's systems
- Difficulties in gaining access to available equipment, materials or resources
- Non-serious domestic or personal disruptions
- Normal financial difficulties
- Long standing impairments or medical conditions
- Submission of an incorrect, incomplete, or corrupt assessment

Must-have Supporting Evidence

- **Up-to-date Verifiable Independent Documentary Evidence**
 - Duration and Impact
 - English or Welsh
 - Unaltered
 - Official headed paper or email

Examples:

- Statement of Fitness for Work or Medical Certificate
- Signed and dated letter from a medical practitioner
- Copy of a Death Certificate

- Order of service from a funeral
- Copy of a Birth Certificate
- Signed and dated letter from an employer
- Signed and dated letter from a coroner, legal practitioner, police officer, court official, charity, minister of religion or other professional
- Official correspondence relating to a Coronavirus (COVID-19) Test
- Official isolation note
- University Confirmation of Extenuating Circumstances Form signed by an authorised signatory from Student Services

Application Process

- **Student applies via MyTSD**
 - No more than 21 days after the date of the assessment
 - Students enrolled on modules in a previous academic year should contact Academic Office
- **Formal response within 21 days**
- **Next Exam Board takes EC decision into account**

When to submit the form?

Coursework	
Intends to submit on time <u>or</u> up to 1 week late	Unable to submit within 1 week of deadline
AFTER submitting work with proof of submission	ASAP and select 'Will not submit/attend'

Exams and Presentations	
Plans to attend	Unable to attend
AFTER attending	ASAP and select 'Will not submit/attend'

REMEMBER! Form should always be submitted no more than 21 days AFTER the assessment deadline or scheduled date of the examination/presentation.

Reporting Facility

The screenshot shows the top navigation bar of the University of Wales Trinity Saint David website. The navigation links are Home, Staff Reports, Marks Entry, and Admissions Tutors. The 'Staff Reports' link is circled in orange. Below the navigation bar, the page title is 'Reports (SR)'. Underneath, there is a section titled 'Staff:Student Queries' which contains a list of links: 'Student Look Up', 'Student Module List', 'Refused Publication Consent', 'Refused Photo Consent', and 'new! Extenuating Circumstances Report (New)'. A red arrow points to the 'new! Extenuating Circumstances Report (New)' link.

The banner features the University of Wales Trinity Saint David logo on the left, the text '200 1822 - 2022' in the center, and the motto 'Man Geni Addysg Uwch yng Nghymru Where Higher Education Began in Wales' on the right.

Further Information:

Mitigating Circumstances Policy (under sections 12-14): <https://www.uwtsd.ac.uk/academic-office/academic-quality-handbook/>

MyTSD Extenuating Circumstances Application Form User Guides (for students and staff):

<https://mytsd.uwtsd.ac.uk/>

Email: aocases@uwtsd.ac.uk