



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Extenuating Circumstances

Staff Guide

The following document will guide you through the process of completing and submitting an Extenuating Circumstances Application form from the student's perspective.

It will also provide guidance on how to process an application form.

If you have any queries regarding the process, please contact the Academic Office via aocases@uwtsd.ac.uk.

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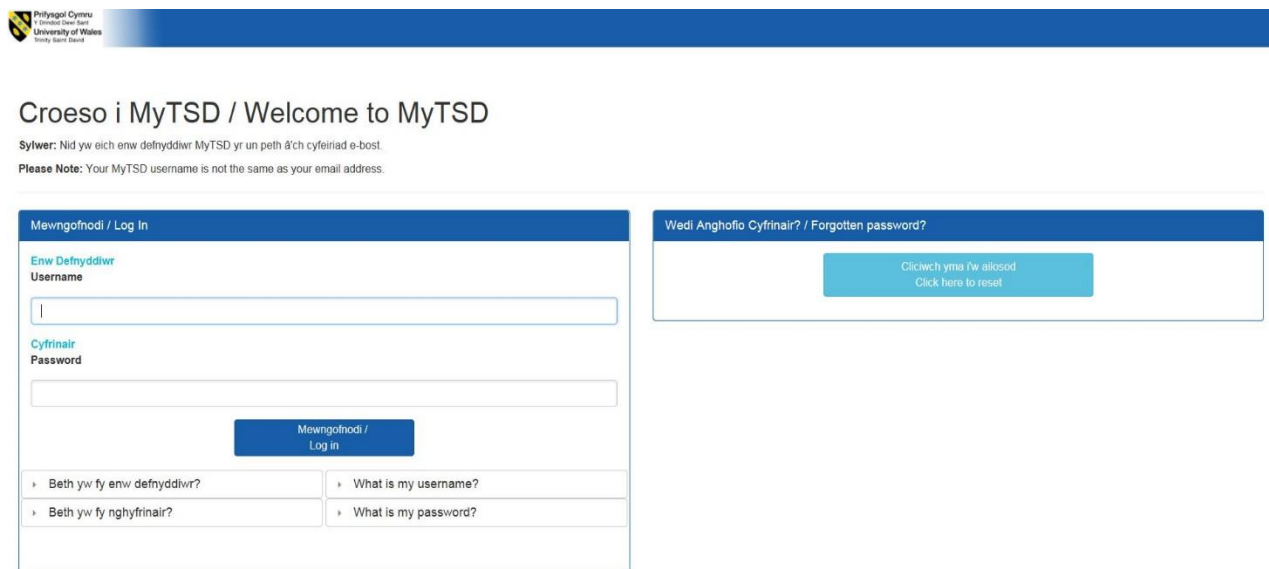
Extenuating Circumstances (MyTSD)

The Extenuating Circumstances form is available to students via MyTSD.

Important: This form is only available to students who have an enrolment record in the current academic year and are enrolled on Modules in the current academic year. If a student wishes to apply for a module that they are enrolled on in a previous academic year, then please email: aocases@uwtsd.ac.uk.

Log in to MyTSD

Login to MyTSD (<https://mytsd.uwtsd.ac.uk/>) by entering the **Username and Password** in the spaces provided. When ready click on '**Mewngofnodi / Log in**'.



The Extenuating Circumstances form is available to students in English or Welsh, depending on their chosen language on MyTSD. The student may switch between English and Welsh, by selecting



or

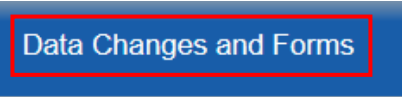


from the **Home** page.

Please Note: Although every effort has been made to ensure that the Extenuating Circumstances form is available to students in English or Welsh, there is some information that we are unable to translate, such as the information stored on the Student Record System database. In-tray and email communication that is generated as part of this process is bilingual.

Extenuating Circumstances – Student Side

To access the Extenuating Circumstances form click on the **Data changes and Forms** tab in the top menu bar.

A blue rectangular button with the text "Data Changes and Forms" in white. The button has a thin red border.

The form is available on the **Forms** menu.

Data Change Requests		
Change Programme		
Amend Personal Details		
Emergency Contact Details		
Request withdrawal from programme		
Module Change Requests		
Forms		
Extenuating Circumstances Form		
User Guides		
Extenuating Circumstances Student Guide		
Canllaw Myfyrwyr ar Amgylchiadau Esgusodol		
Extenuating Circumstances - Status		
Case No	Status	Date
	In Progress	Jan 7 2021 4:13PM
	Submitted	Jan 7 2021 4:12PM

Extenuating Circumstances - Status

When the student submits an extenuating circumstances application, the status table will update to show the status **'Submitted'** along with the date and time it was submitted. When a member of staff reviews the application the status will update to **'In Progress'**. If the application requires additional documentation, then the status can be set to **'Awaiting Response'**. When the case is closed the status is updated to **'Completed'**. Please refer to the table below for further details.

Status	Description
Submitted	The extenuating circumstances form has been submitted and sent to the Institute/Campus Office for processing. A confirmation email will be sent to the student's University and contact email address, they will also receive an in-tray message.
In Progress	The application has been viewed and is being processed by a member of staff within the Institute/Campus Office.
Awaiting Response	Please check your email account for details. You may be required to provide additional evidence or details about your application.
Completed	Your extenuating circumstances application has been processed and marked as completed. You should have received an outcome email about the module(s)/assessment(s) you submitted as part of your application. You will receive a case outcome email to your University and contact email addresses.

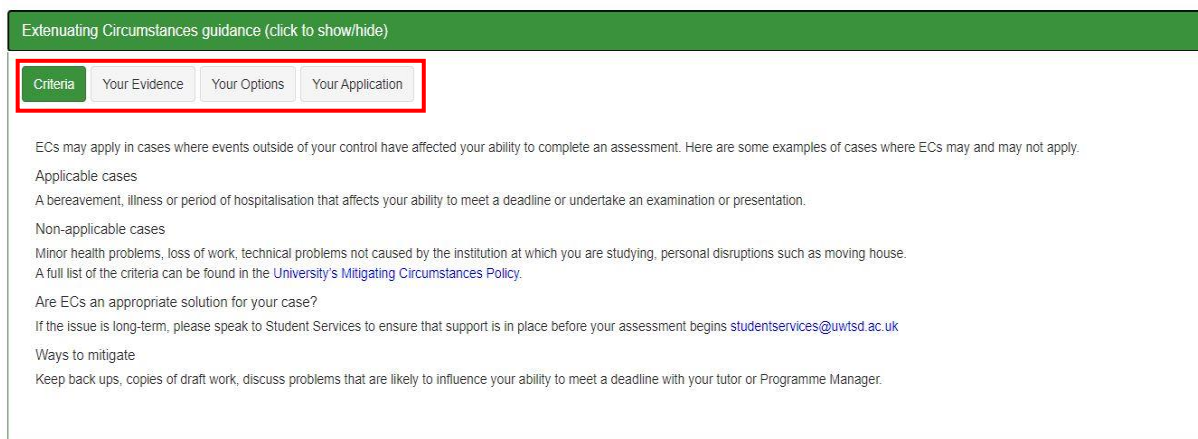
Extenuating Circumstances - Status		
Case No	Status	Date
	Completed	Nov 11 2020 10:15AM
	Awaiting Response	Nov 10 2020 5:09PM
	In Progress	Nov 10 2020 2:31PM
	Submitted	Nov 10 2020 1:52PM

Guidance Notes

To assist the student with their application, a set of guidance notes has been provided on each page. The notes cover each section of the form. To view/hide the notes, the student must click on the following banner.



To view the different sections of the guidance notes, the student must click on the following tabs.



Personal and Course Details

The personal and course details page will be pre-populated with the details from the student's record. If any of the details are incorrect, then the student must contact Registry or their Institute/Campus Admin Officer for assistance, before submitting their application. Some information, such as contact details can be updated by the student using the **My Addresses** section on the **Home** page. This is to ensure that the correct details are displayed on the application and that the application is sent to the correct Institute/Campus Admin office for processing.

To proceed onto the next stage in the application, the student will need to confirm that they have read the guidance notes, and when ready click on the **'Next'** button.

To cancel the application, click on **'Exit'**.

The screenshot displays a web form titled 'Extenuating Circumstances' with a blue header bar. Below the header is a green bar with the text 'Extenuating Circumstances guidance (click to show/hide)'. The form is divided into two sections: 'Personal Details' and 'Course Details'. The 'Personal Details' section includes fields for 'Student Number', 'Student Name', 'Contact Address' (a large text area), 'Contact Tel. No.', and 'Contact Email'. The 'Course Details' section includes fields for 'Programme of Study' (BAED Primary Education), 'Mode of Study' (Full Time), 'Institute' (Yr Athrofa: Institute of Education and Humanities), 'Academic discipline' (Centre for Teacher Education), and 'Campus' (Carmarthen Campus). Below these fields is a checkbox labeled 'I have read the Extenuating Circumstances guidance notes above.*'. At the bottom of the form are two buttons: 'Exit' and 'Next'. The 'Exit' button is highlighted with a red rectangle, and the 'Next' button is also highlighted with a red rectangle.

Extenuating Circumstances

Extenuating Circumstances guidance (click to show/hide)

Personal Details

Student Number:

Student Name:

Contact Address:

Contact Tel. No:

Contact Email:

Course Details

Programme of Study:

Mode of Study:

Institute:

Academic discipline:

Campus:

☐ I have read the Extenuating Circumstances guidance notes above.*

Nature of Circumstances

On this page the student must select the nature of their circumstances and describe how it has affected/will affect their studies. They are able to submit up to six circumstances from the following list: immobilising illness/hospitalisation, bereavement (death of relative or close friend), significant adverse personal circumstances, other significant factors, pressures from employers (only where study is subsidiary to employment) and Coronavirus – related issues.

Where they are asked to describe how it has affected/will affect their studies, they will be limited to 1500 characters. A character count has been provided at the bottom of the page. If the student tries to go over this limit, the text box will remove the additional characters. All questions on this page are mandatory.

To proceed onto the next stage in the application, click on the **'Next'** button. To return to the previous page, click **'Back'**.

Extenuating Circumstances

Extenuating Circumstances guidance (click to show/hide)

Nature of circumstances*

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

Do you currently have a Statement of Compensatory Measures from the University relating to any of the assessments in this application?

Please Select

Concisely describe the nature of the circumstances you are claiming for and how they have affected/will affect your performance (and where appropriate, explaining how these are not covered by your Statement of Compensatory Measures).

Character Count Remaining: 1500

Back Next

Module and Assessments

This page will display the modules the student is currently enrolled on, and the assessments linked to the modules. To select an assessment, click on the **'Select assessments'** button next to the appropriate module.

Extenuating Circumstances

Extenuating Circumstances guidance (click to show/hide)

Assessments

Please note that the form must be submitted **AFTER** you have submitted your work or attended the examination/presentation OR **AFTER** you have decided that you will not be able to submit your work within 1 week of the deadline or attend the examination/presentation – but note that **all claims must be submitted within 21 days of the date of the assessment**.

Coursework Details:

- Enter the actual date of submission or select 'Will not submit' if the work will not be submitted within 1 week of the assessment deadline.
- Where work has been submitted, you must provide proof of the date of actual submission (either a submission receipt or confirmation from a member of staff of the date the work was submitted).

Examination/Presentation Details:

- Indicate whether you attended the examination/presentation or not.

Module Code	Module Name	Assessments	Buttons
ECAD6008	Cycle 3 Professional and Pedagogic Studies: Leading the Learning: what, how and why am I teaching?	0 of 1 assessments selected	Select assessments
ECAD6009	Cycle 3 Core Studies: Learners, Schools and Communities: where am I teaching?	0 of 2 assessments selected	Select assessments
ECAD6010	Cycle 3 Professional and Pedagogic Studies: Researching the Learning: what, how and why am I teaching?	0 of 1 assessments selected	Select assessments
ECAD6013	Cycle 3 Core Studies: The Learner: who am I teaching?	0 of 1 assessments selected	Select assessments

Back Save & Continue Later

A pop up window will be displayed containing the assessment details for the selected module. To include the assessment as part of the application, the student must enter the details in the relevant fields and click **'Add'**.

To return to the module page, without selecting any assessments, click on **'Cancel'**. To return to the module and assessment page, click on **'Update selections'**.

ECAD6009 assessments

Please select the assessments you would like to declare extenuating circumstances for by clicking on the relevant button in the "Select assessment" column. Click the "Update selections" button once you have chosen and entered any relevant information.

Assessment number	Title	Type	If portfolio, indicate which part	Deadline / date of examination/presentation	Submission/attendance	Date of submission/attendance	Select assessment
001	50% Individual video (15 minutes)	Practical Examination - Not To Be Scheduled			☐ Will not submit/attend ☐ Already submitted/attended		Add
002	50% Written report (3750 words)	Coursework			☐ Will not submit/attend ☐ Already submitted/attended		Add

Cancel **Update selections**

If the student enters information in the fields and selects **'Update selections'**, without clicking on the **'Add'** button, an error message will be displayed.

Error submitting answers

You have entered data for an assessment but not selected it. Please review your selections.

If the student adds an assessment to the application, but forgets to enter the **Deadline / date of examination/presentation**, and clicks on **'Update selections'** then the following error message will be displayed.

Error submitting answers

Please ensure you have indicated whether or not you have already submitted/attended the assessment.

If the date the student entered in the **'Deadline / date of examination/presentation'** field is more than 21 days in the past, then the following error message will be displayed.

Warning

The deadline/exam dates are more than 21 days in the past.

To remove the assessment from the application, the student must select the assessment and then click on **'Remove'** next to the appropriate assessment. To return to the module and assessment page, click on **'Update selections'**.

ECAD6009 assessments

Please select the assessments you would like to declare extenuating circumstances for by clicking on the relevant button in the "Select assessment" column. Click the "Update selections" button once you have chosen and entered any relevant information.

Assessment number	Title	Type	If portfolio, indicate which part	Deadline / date of examination/presentation	Submission/attendance	Date of submission/attendance	Select assessment
001	50% Individual video (15 minutes)	Practical Examination - Not To Be Scheduled	Part 1	11/Feb/2021	☒ Will not submit/attend ☐ Already submitted/attended		Remove
002	50% Written report (3750 words)	Coursework			☐ Will not submit/attend ☐ Already submitted/attended		Add

Cancel **Update selections**

When a student has selected an assessment, the module table will update, as can be seen in the screenshot below.

The **Next** button will only appear when the student has selected at least one assessment.

Module Code	Module Name	Assessments	Buttons
ECAD6008	Cycle 3 Professional and Pedagogic Studies: Leading the Learning: what, how and why am I teaching?	1 of 1 assessments selected	Select assessments
ECAD6009	Cycle 3 Core Studies: Learners, Schools and Communities: where am I teaching?	1 of 2 assessments selected	Select assessments
ECAD6010	Cycle 3 Professional and Pedagogic Studies: Researching the Learning: what, how and why am I teaching?	0 of 1 assessments selected	Select assessments
ECAD6013	Cycle 3 Core Studies: The Learner: who am I teaching?	0 of 1 assessments selected	Select assessments

Back Save & Continue Later **Next**

Document Upload

The student will be required to upload documentation to support their application. Depending on the nature of the circumstance(s) they selected on the previous page, they will be required to provide specific documentation. The required documents list will change based on the nature of the circumstance(s) selected. A full list of the required documentation is available below.

If the student has indicated that they have submitted an assignment, then they will be asked to upload a copy of the submission receipt or written confirmation from a member of staff of the date the work was submitted.

Please Note: only the following file types are supported: DOCX, JPEG, JPG, MSG, PDF and PNG.

Extenuating Circumstances

Extenuating Circumstances guidance (click to show/hide)

If you are submitting your claim more than 21 days after the date of the assessment, you will also need to upload independent evidence to show compelling reasons as to why the form is not being submitted in a timely manner.

Any evidence which you present must:

- be on official headed notepaper of the individual or organisation concerned (with full contact details) and signed and dated by the author. Evidence presented by email may be acceptable if the email has been sent by the author from the official domain name of the author's organisation;
- be in English or Welsh. It is your responsibility to provide a translation undertaken by an accredited translator for any material not in English or Welsh;
- be unaltered. Documentation that has been amended for any reason will be deemed inadmissible by the University. If there is evidence that you have fraudulently presented documentation to the University the matter would be regarded as an attempt to gain unfair advantage and would be dealt with under the Academic Misconduct Policy.

Evidence which you must upload based on your application:
You can upload multiple files to support your application. The following file types are supported: DOCX, JPEG, JPG, PDF, PNG.

Pressures from employers (only where study is subsidiary to employment)
The following are examples of acceptable verifiable independent documentary evidence:

- a University Confirmation of Extenuating Circumstances Form signed by an authorised signatory from Student Services which clearly indicates the duration and impact of the extenuating circumstances on your ability to complete the assessment(s);
- a signed and dated letter from an employer which clearly indicates the duration and impact of the extenuating circumstances on your ability to complete the assessment(s);

You must provide verifiable independent documentary evidence to support all claims.*

File uploader

Choose File Upload

Back Save & Continue Later Next

If you are submitting your claim more than 21 days after the date of the assessment, you will also need to upload independent evidence to show compelling reasons as to why the form is not being submitted in a timely manner.

Any evidence which you present must:

- be on official headed notepaper of the individual or organisation concerned (with full contact details) and signed and dated by the author. Evidence presented by email may be acceptable if the email has been sent by the author from the official domain name of the author's organisation;
- be in English or Welsh. It is your responsibility to provide a translation undertaken by an accredited translator for any material not in English or Welsh;
- be unaltered. Documentation that has been amended for any reason will be deemed inadmissible by the University. If there is evidence that you have fraudulently presented documentation to the University the matter would be regarded as an attempt to gain unfair advantage and would be dealt with under the Academic Misconduct Policy.

Evidence which you must upload based on your application:

You can upload multiple files to support your application. The following file types are supported: DOCX, JPEG, JPG, PDF, PNG.

Immobilising illness/hospitalisation

The following are examples of acceptable verifiable independent documentary evidence:

- a Statement of Fitness for Work or Medical Certificate which clearly indicates the duration and impact of the illness/circumstances on your ability to complete the assessment(s);
- a signed and dated letter from a medical practitioner which clearly indicates the duration and impact of the illness/circumstances on your ability to complete the assessment(s);
- a University Confirmation of Extenuating Circumstances Form signed by an authorised signatory from Student Services which clearly indicates the duration and impact of the extenuating circumstances on your ability to complete the assessment(s).

Bereavement

The following are examples of acceptable verifiable independent documentary evidence:

- a Statement of Fitness for Work or Medical Certificate which clearly indicates the duration and impact of the illness/circumstances on your ability to complete the assessment(s);
- a signed and dated letter from a medical practitioner which clearly indicates the duration and impact of the illness/circumstances on your ability to complete the assessment(s);
- a University Confirmation of Extenuating Circumstances Form signed by an authorised signatory from Student Services which clearly indicates the duration and impact of the extenuating circumstances on your ability to complete the assessment(s);
- a copy of a Death Certificate;
- an order of service from a funeral.

Significant adverse personal circumstances

The following are examples of acceptable verifiable independent documentary evidence:

- a Statement of Fitness for Work or Medical Certificate which clearly indicates the duration and impact of the illness/circumstances on your ability to complete the assessment(s);
- a signed and dated letter from a medical practitioner which clearly indicates the duration and impact of the illness/circumstances on your ability to complete the assessment(s);
- a University Confirmation of Extenuating Circumstances Form signed by an authorised signatory from Student Services which clearly indicates the duration and impact of the extenuating circumstances on your ability to complete the assessment(s);

Other significant factors

The following are examples of acceptable verifiable independent documentary evidence:

- a Statement of Fitness for Work or Medical Certificate which clearly indicates the duration and impact of the illness/circumstances on your ability to complete the assessment(s);
- a signed and dated letter from a medical practitioner which clearly indicates the duration and impact of the illness/circumstances on your ability to complete the assessment(s);
- a University Confirmation of Extenuating Circumstances Form signed by an authorised signatory from Student Services which clearly indicates the duration and impact of the extenuating circumstances on your ability to complete the assessment(s);
- a copy of a Death Certificate;
- an order of service from a funeral;
- a copy of a Birth Certificate;
- a signed and dated letter from an employer which clearly indicates the duration and impact of the extenuating circumstances on your ability to complete the assessment(s);
- a signed and dated letter from a coroner, legal practitioner, police officer, court official, minister of religion or other professional which clearly indicates the duration and impact of the extenuating circumstances on your ability to complete the assessment(s).

Pressures from employers (only where study is subsidiary to employment)

The following are examples of acceptable verifiable independent documentary evidence:

- a University Confirmation of Extenuating Circumstances Form signed by an authorised signatory from Student Services which clearly indicates the duration and impact of the extenuating circumstances on your ability to complete the assessment(s);
- a signed and dated letter from an employer which clearly indicates the duration and impact of the extenuating circumstances on your ability to complete the assessment(s);

Coronavirus-related issues

The following are examples of acceptable verifiable documentary evidence:

- an official NHS Isolation Note;
- official correspondence relating to a Coronavirus (COVID-19) Test;
- a Statement of Fitness for Work or Medical Certificate which clearly indicates the duration and impact of the illness/circumstances on your ability to complete the assessment(s);
- a signed and dated letter from a medical practitioner which clearly indicates the duration and impact of the illness/circumstances on your ability to complete the assessment(s);
- a University Confirmation of Extenuating Circumstances Form signed by an authorised signatory from Student Services which clearly indicates the duration and impact of the extenuating circumstances on your ability to complete the assessment(s).
- a signed and dated letter from an employer which clearly indicates the duration and impact of the extenuating circumstances on your ability to complete the assessment(s);

Proof of submission

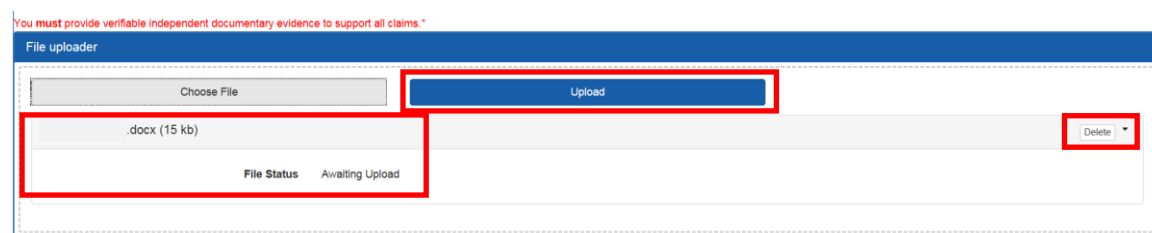
As you have inputted a date of submission, you must upload proof of the date of actual submission such as an official submission receipt or written confirmation from a member of staff.

You must provide verifiable independent documentary evidence to support all claims.*

To upload a document, click on the **'Choose File'** button. This will display a file explorer window. Navigate to the file(s) you wish to upload and select **'Open'**.

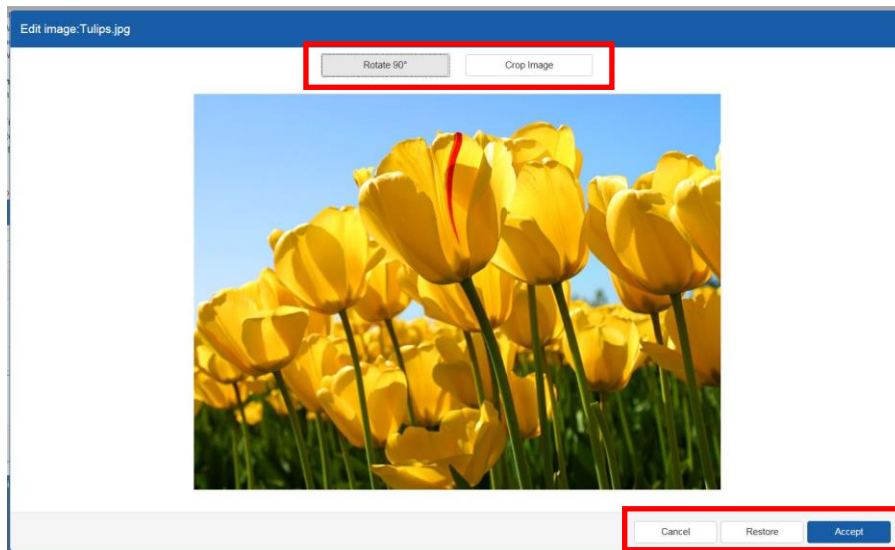


The file(s) will be assigned the File Status of Awaiting Upload. If the student no longer wants to upload a document, then they can remove it from the upload list by selecting **'Delete'**. To upload the file(s), click the **'Upload'** button.

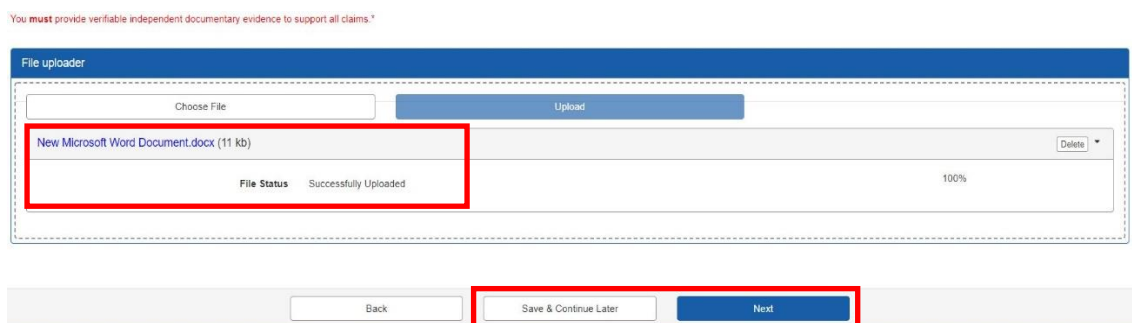


If they have selected a JPEG, JPG or a PNG file, then they will be able to view and format the image **before uploading it**. To do this, they will need to click on the **'Edit Image'** button next to the image they wish to edit. The student will be able to rotate and/or crop the image before uploading it. If

they made changes to the image, but wish to cancel the changes, then they can revert back to the original image by selecting **'Restore'**. To save the changes to the image, select **'Accept'**.



When the file(s) have been uploaded, the File Status will be set to Successfully Uploaded. To continue with the application, click the **'Next'** button. If the student does not have all the necessary documentation at the time they are completing the application, then they may choose to **'Save & Continue Later'** and return to the application at a later date when they have acquired the necessary documentation.



An error message will be displayed, if they try to proceed onto the next stage in the application without uploading any documentation.

Error submitting answers

Error
This question is mandatory and cannot be left blank.

Declaration and Student Signature

Before the student can review their application, they must first agree to the declaration. The student is required to digitally sign the declaration by entering their name in the text box provided and clicking on **'Review Application'**.

The screenshot shows the 'Extenuating Circumstances' form. At the top, there is a green bar with the text 'Extenuating Circumstances guidance (click to show/hide)'. Below this, a paragraph states: 'The information which I have provided is correct and complete to the best of my knowledge. I give my consent for this information to be disclosed to the relevant Examiners and officers of the University who are responsible for considering mitigating circumstances. I also understand that this claim for mitigating circumstances will be kept on my University record. Submitting a false claim or false documentation is a serious matter and would be regarded as an attempt to gain unfair advantage. This would be an academic offence and would be dealt with under the Academic Misconduct or Non-Academic Misconduct Procedures. The University reserves the right to check on the validity of any document(s) you submit or statements you make in this claim.'

Below the paragraph, it says: 'By typing your name in the box below you are signing this form electronically.'

There is a text box labeled 'Signature of Student:' and a date field labeled 'Date:' with the value '10/Feb/2021'. Both are highlighted with red boxes.

At the bottom, there are two buttons: 'Back' and 'Review Application'. The 'Review Application' button is highlighted with a red box.

When the student clicks on **'Review Application'**, they will see a Loading... message and then will be taken to a page where they can review their application and any supporting documentation they have uploaded.

The screenshot shows a loading screen with a blue bar at the top containing the text 'Loading...'. Below the bar, it says 'Please wait...'. The background is a light gray.

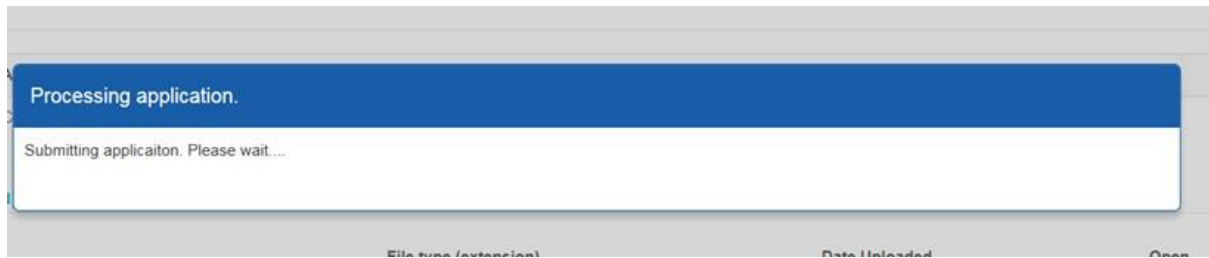
The student will have the opportunity to review and amend their application. If they need to amend the application, they can select **'Back'** and return to the section of the form that needs amending. If they are content with the application and supporting documentation, then they can submit the application by clicking on **'Submit Application'**.

The screenshot shows the 'Extenuating Circumstances' form with a red border. The form is divided into several sections:

- Extenuating Circumstances Application:** Includes fields for Case Number, Student Number, Student Name, Contact Address, Contact Telephone, and Contact Email.
- Course Details:** Includes fields for Programme of Study (BA International Hotel Management), Mode of Study (Full Time), Institution (Institute Of Management And Health), Campus (School Of Business), Academic discipline (Int Business), and Int Business.
- Details of Extenuating Circumstances:** Includes a field for Nature of Circumstances (Coronavirus-related issues) and a question: 'Do you currently have a Statement of Compensatory Measures from the University relating to any of the assessments in this application?' with a 'No' answer.
- Declaration:** Includes a paragraph stating: 'The information which I have provided is correct and complete to the best of my knowledge. I give my consent for this information to be disclosed to the relevant Examiners and officers of the University who are responsible for considering mitigating circumstances. I also understand that this claim for mitigating circumstances will be kept on my University record. Submitting a false claim or false documentation is a serious matter and would be regarded as an attempt to gain unfair advantage. This would be an academic offence and would be dealt with under the Academic Misconduct or Non-Academic Misconduct Procedures. The University reserves the right to check on the validity of any document(s) you submit or statements you make in this claim.'
- Student Signature:** Includes a text box labeled 'Text' and a date field labeled 'Date'.
- Module and Assessment Details:** Includes a table with columns: Module Code, Assessment No., Assessment type, Portfolio, Assessment deadline / date of examination/presentation, Submission/attendance, and Date of submission/attendance. The table contains one row: 'MHX1927', '007', 'Coursework', '27/Apr/2020', 'Will not submit/attend'.
- Documents you have uploaded to support your application:** Includes a table with columns: Document Name, File type (extension), Date Uploaded, and Open.

At the bottom, there are two buttons: 'Back' and 'Submit Application'. Both are highlighted with red boxes.

When the student clicks on **'Submit Application'** a pop up message will be displayed informing them that their application is being processed.



In-tray Message and Email

The student will receive an in-tray message and email confirming that their application has been submitted. The in-tray message and email will include copies of the documents they provided as part of the application, and a copy of the application form.

To view the in-tray message, the student must click on **'Click to enter task'**.

Student Messages			
View 97 messages in full screen mode			
			...
Status	Derbyniwyd Received	Oddi wrth From	Gweithred Action
	18/Nov/2019	ACADEMIC OFF	Click to enter task

Below is a copy of the message that is sent to the student's in-tray.

Message 3 of 97

From ACADEMIC OFF

Received 18/Nov/2019

Due Date

Subject Amgylchiadau Esgusodol | Extenuating Circumstances

Anrwyf Mr TEST1 TEST1 TEST1, Dear Mr TEST1 TEST1 TEST1,

Diolch am gyflwyno'ch Ffurflen Amgylchiadau Esgusodol a'r ddogfennau gysylltiedig. Thank you for submitting your Extenuating Circumstances Form and accompanying documentation.

Fel arfer byddwch yn derbyn ymateb i'ch cais o fewn 21 diwrnod. You will normally receive a response to your claim within 21 days.

Yn gywir Kind regards

Swyddfa Academaidd Academic Office

Documents Uploaded by Student in Support of Request

Document Name	File type (extension)	Date Uploaded	
Extenuating_Circumstances.pdf	PDF	18-Nov-2019	View document
Koala.jpg	JPG	18-Nov-2019	View document

Below is a copy of the email that is sent to the student's contact email address.

Fri 13/12/2019 12:42
aocases@uwtsd.ac.uk
Amgylchiadau Esgusodol | Extenuating Circumstances

To: [REDACTED]

Message | Extenuating Circumstances [REDACTED].pdf (99 KB) | Lighthouse.jpg (569 KB)

Annwyl Mr TEST1 TEST1 TEST1,

Diolch am gyflwyno'ch Ffurflen Amgylchiadau Esgusodol a'r ddogfennaeth gysylltiedig.

Fel arfer byddwch yn derbyn ymateb i'ch cais o fewn 21 diwrnod.

Yn gywir

Dear Mr TEST1 TEST1 TEST1,

Thank you for submitting your Extenuating Circumstances Form and accompanying documentation.

You will normally receive a response to your claim within 21 days.

Kind regards

Swyddfa Academaidd | Academic Office

 **Prifysgol Cymru**
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Trawsnewid Addysg, Trawsnewid Bywydau
Transforming Education, Transforming Lives

 **ENILLYDD**
CYRSIAU A DARLITHWYR
8^{ed} yn y DU am Brifysgol y Flwyddyn

 **WINNER**
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Rydym yn croesawu gohebiaeth yn Gymraeg a Saesneg.
We welcome correspondence in Welsh and English.

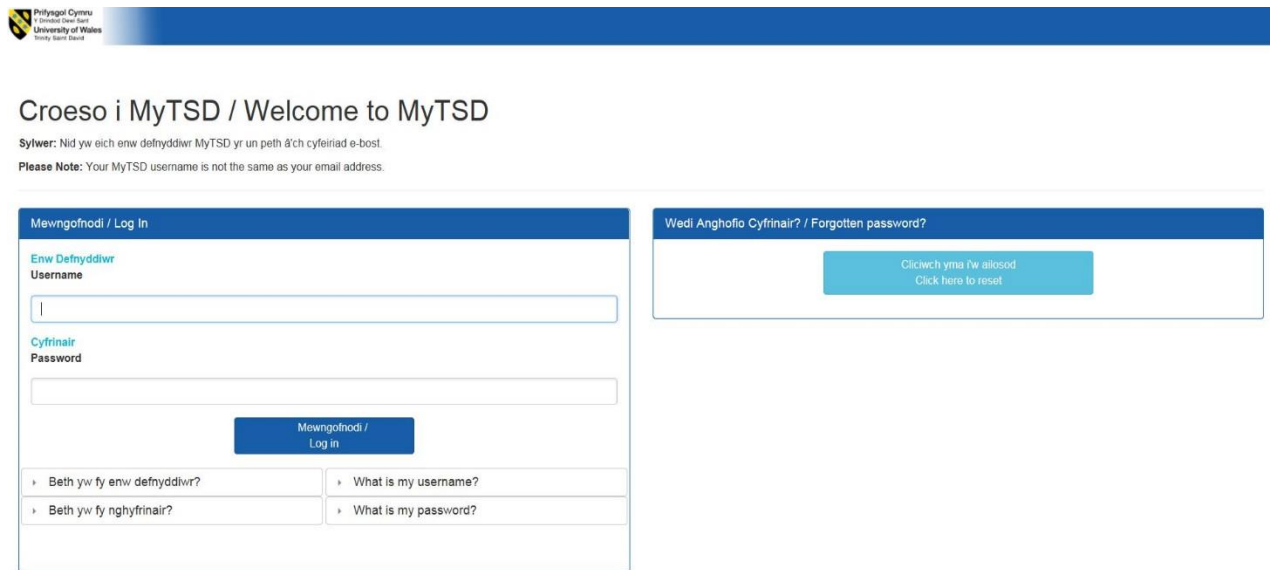
www.ydds.ac.uk | www.uwtsd.ac.uk

Extenuating Circumstances – Staff Side

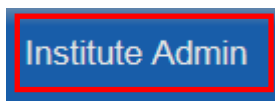
Log in to MyTSD

Login to MyTSD (<https://mytsd.uwtsd.ac.uk/>) by entering the **Username** and **Password** in the spaces provided. When ready click on '**Mewngofnodi / Log in**'.



Extenuating Circumstances In-trays

To access the Extenuating Circumstances in-trays click on the **Institute Admin** tab.



If you have been granted access to the in-trays, then you will see the following.

Extenuating Circumstances	
Extenuating Circumstances Requests (1 new request)	
Completed Extenuating Circumstances Requests	
	Staff Guide: Extenuating Circumstances
	Student Guide: Extenuating Circumstances

If there aren't any applications, then the in-tray will display the following message.

You have no messages

SIW_INTRAY_02

You have no messages in the current view

Advanced Intry

Use this page to view your messages

Extenuating Circumstances Institute Admin

Delete

Refresh View

When a new application has been submitted, the **Extenuating Circumstances Requests** in-tray will update and will display the number of new requests, e.g. (1 new request). New and ongoing applications are contained in this in-tray. Once the application has been marked as **Completed**, it will be moved to the **Completed Extenuating Circumstances Requests** in-tray.

A copy of the student and staff guide is available to view and or download via the links provided.

Extenuating Circumstances

Extenuating Circumstances Requests (1 new request)

Completed Extenuating Circumstances Requests

 Staff Guide: Extenuating Circumstances

 Student Guide: Extenuating Circumstances

When a new application is submitted, it will appear in the in-tray as follows.

Advanced Intray
Use this page to view your messages

Extenuating Circumstances										
Showing messages 1 - 20 of 59 (Message status is 'Any', Task status is 'Any')										
Status	Received	View Application	Case Status	From (Student ID)	Campus	Academic Discipline	Route	Pathway	Institute	Delete
	07/Jan/2021	View Application	In Progress	Test Test	Cardiff Campus	Centre For Teacher Education	BAED Primary Education	Primary Education (Single Honours)	Yr Allwedd: Institute Of Education And Humanities	☐

If you cannot see all of the columns, as seen in the screenshot above, please click on the arrow which is located above the column headings and to the right hand side of the in-tray.

Advanced Intray
Use this page to view your messages

Extenuating Circumstances										
Showing messages 1 - 20 of 59 (Message status is 'Any', Task status is 'Any')										
Status	Received	View Application	Case Status	From (Student ID)	Campus	Academic Discipline	Route	Pathway		
..... ⌵ ⌶										

To delete an application, select the **Delete** tick box next to the application you wish to delete, and click '**Delete**'. Please check with the Academic Office first, before deleting any application. To check for new applications, click on '**Refresh View**'.

Advanced Intray
Use this page to view your messages

Extenuating Circumstances										
Showing messages 1 - 20 of 59 (Message status is 'Any', Task status is 'Any')										
Status	Received	View Application	Case Status	From (Student ID)	Campus	Academic Discipline	Route	Pathway	Institute	Delete
	07/Jan/2021	View Application	In Progress	Test Test	Cardiff Campus	Centre For Teacher Education	BAED Primary Education	Primary Education (Single Honours)	Yr Allwedd: Institute Of Education And Humanities	☒

Showing page 1 of 3 with 20 records per page

The **Case Status** on the in-trays are automatically updated. When a new application is submitted by the student, it is given the status of '**Submitted**'. When a member of staff views the application and clicks on '**Save & Exit**' the case status changes to '**In Progress**'. When the application has been reviewed and the correspondence has been sent to the student, the status changes to '**Completed**' and the application is moved to the **Completed Extenuating Circumstances** in-tray.

The **Extenuating Circumstances Requests** in-tray will display applications belonging to the students within your Institute/Campus.

When a new application has been submitted, the **Case Status** will be set to **'Submitted'**. To view the application, click on the **'View Application'** link in the **View Application** column.

Advanced Intray
Use this page to view your messages

Extenuating Circumstances									
Showing messages 1 - 7 of 7 (Message status is 'New / Unread', Task status is 'Any')									
Status	Received	View Application	Case Number	Case Status	From (Student ID)	Campus	Institute	Academic Discipline	Delete
	04/May/2020	View Application	1304361-73	Submitted	TESTS TESTS (1304361)	School Of Business	Institute Of Management And Health	Imh Swansea	☐

Below is an example of the in-tray message. It will contain a unique case number, student number and the student's name.

Extenuating Circumstances	
Aenwyl Stryddfa Academaidd. Mae cais am amgylchiadau eiddoedd wedi'i gyflwyno gan y myfyrwr canlynol. Gweler y manylion isod a'r atodiadau am wybodaeth. Rhif yr Achos: 1304361-73 Rhif y Myfyrwr: 1304361 Enw'r myfyrwr: MR TESTS TESTS I addysgu'r cais a gweusd penderfyniad, cliciwch ar y botwm Nesaf. Cofion gorau, Mr TESTS TESTS	Dear Academic Office, An extenuating circumstances application has been submitted by the following student. Please see the details below and the attachments for details. Case No: 1304361-73 Student Number: 1304361 Student Name: MR TESTS TESTS To review the application and make a decision, please click on the Next button. Kind regards, Mr TESTS TESTS

A copy of the application form, and the supporting documentation, will be available to view and download from the bottom of the in-tray message. To view the application or supporting documentation, click on **'View document'**.

To review and process the application, click on **'Next'**. To return to the in-tray, click on **'Return to In-tray'**.

Documents Uploaded by Student in Support of Request		
Document Name	File type (extension)	Date Uploaded
Extenuating Circumstances 1304361-73.pdf	PDF	04 May 2020
Leo.jpg	JPG	04 May 2020

[Return to In-tray](#)

[Next](#)

[View document](#)

[View document](#)

Viewing and Processing Applications

Details of the student, their application, module(s)/assessment(s) and documentation is available on this page.

Please Note: That the assessments will need to be processed before you can mark a case as completed.

Extenuating Circumstances

Case Number: 1304361-73

Personal Details:

Student Number:	1304361	Student Name:	MR TESTS TESTS	Contact Email:	kayleigh.churchill@swtd.ac.uk
Contact Address:	College Road Carmarthen				
Contact Tel No:	01792481162				

Course Details:

Programme of Study:	BA International Hotel Management	Academic discipline:	IMH Swansea
Mode of Study:	Full Time		
Institute:	Institute of Management and Health		
Campus:	School Of Business		

Details of Extenuating Circumstances:

Nature of circumstances: Coronavirus-related issues
Immobilising illness/hospitalisation

Statement of compensatory measures: No

Description of the nature of the circumstances that they are claiming for: Test

Assessment Details:

Module Code:	Assessment No:	Assessment title:	If portfolio, indicate which part:	Assessment deadline / date of examination/presentation:	Submission/attendance:	Date of submission/attendance:	Action
MXD1927	007	25% Employer Appraisal	Part 1	04/May/2020	Will not submit/attend		Review assessment

Documents Uploaded by Student in Support of Request:

Document Name	File type (extension)	Date Uploaded	Open
L49.jpg	JPG	04 May 2020	View Document
Extenuating Circumstances 1304361-73.pdf	PDF	04 May 2020	View print version

Uploading additional evidence:
If you need to upload additional evidence for this case, please use the File uploader below. For full instructions, please refer to the (link to staff guide) staff guide. Once uploaded, the additional evidence will be displayed in the table above.

Removing additional evidence (uploaded by staff):
If you need to remove additional evidence from this case, please select 'Delete' against the file you wish the remove, via the File uploader. The document will be removed from the file explorer immediately and the table above will be updated when the case is saved.

File uploader

Choose File

Upload

You will not be able to send any correspondence to the student until you have reviewed all the assessments, after which you will be able to send a customised message to the student.

Back

Save & Exit

Review correspondence

Student and Application Details

The student's details, including the unique case number, can be seen at the top of the page. The answers to all questions that were on the Extenuating Circumstances Form have also been included. The student declaration and signature will not be visible on this page, but is included in the pdf version of the application, which is available to view/download.

Extenuating Circumstances

Case Number: 1304361-73

Personal Details:

Student Number:	1304361	Student Name:	MR TESTS TESTS	Contact Email:	kayleigh.churchill@swtd.ac.uk
Contact Address:	College Road Carmarthen				
Contact Tel No:	01792481162				

Course Details:

Programme of Study:	BA International Hotel Management	Academic discipline:	IMH Swansea
Mode of Study:	Full Time		
Institute:	Institute of Management and Health		
Campus:	School Of Business		

Details of Extenuating Circumstances:

Nature of circumstances: Coronavirus-related issues
Immobilising illness/hospitalisation

Statement of compensatory measures: No

Description of the nature of the circumstances that they are claiming for: Test

Assessment Details:

Module Code:	Assessment No:	Assessment title:	If portfolio, indicate which part:	Assessment deadline / date of examination/presentation:	Submission/attendance:	Date of submission/attendance:	Action
MXD1927	007	25% Employer Appraisal	Part 1	04/May/2020	Will not submit/attend		Review assessment

Review and Process an Assessment

You will need to check the student's record before indicating whether the assessment is 'Uncapped' or 'Capped'.

To view the module and assessment details, click on the **'Review'** button. When an assessment has been processed, the button on the **Assessment Details** table will update with the **chosen EC template**. You must review and process all assessments before you can mark the case as completed.

Assessment Details:

Module Code:	Assessment No:	Assessment title:	If portfolio, indicate which part:	Assessment deadline / date of examination/presentation:	Submission/attendance:	Date of submission/attendance:	Action
ECAD6008	001	100% Portfolio (7500 word equivalent)	ALL	04/Jan/2021	Will not submit/attend		EC1
ECAD6009	001	50% Individual video (15 minutes)		05/Jan/2021	Will not submit/attend		EC6
ECAD6009	002	50% Written report (3750 words)		04/Jan/2021	Already submitted/attended	01/Jan/2021	EC6
ECAD6010	001	100% Research project (7500 words with 1500 word equivalent allocated to the Ethics Form).		04/Jan/2021	Already submitted/attended	01/Jan/2021	Review

The assessment details, including the details entered by the student, will be visible in the table at the top of the page.

Extenuating Circumstances

Module and Assessment Details

Module Code	Assessment No	Assessment type	Portfolio	Assessment deadline / date of examination/presentation	Submission/attendance	Date of submission/attendance
ECSO4001	001	CW		23/Feb/2021	Will not submit/attend	

Template:

Please Select

Template Additional Editable Text (English):

Template Additional Editable Text (Welsh):

Assessment type:

Coursework

Assessment deadline / date of examination/presentation:

23/Feb/2021

Is the assessment Uncapped or Capped?

Please Select

Add additional Emails:

Enter the full email address for each person who will be copied into the outcome email. Please leave a SINGLE SPACE between email addresses. The appropriate Registry group will automatically be copied into the outcomes email, so there is no need to add them.

E-mail address(es):

Extenuating Circumstances Templates

If you need guidance regarding which template to use, then please contact the Academic Office via aocases@uwtsd.ac.uk.

There are seven templates available, most of them will require you to enter details relating to the module/assessment. To do this use the text field(s), dropdown list(s) and/or date picker(s) provided.

The **Assessment deadline / date of exam/presentation** and **Date work actually submitted / Attendance at exam/presentation** fields may or may not be available on the template, depending on the data entered by the student via their EC form. If these dates are incorrect, then you can overwrite them using the date pickers provided.

The **Assessment type** is taken from the SITS database, however if the information is incorrect, then you can overwrite it using the dropdown list provided.

You will be able to review the module/assessment email before it is sent to the student and appropriate Registry group. To include additional members of staff in the module/assessment outcome email, enter the university email address in the text box provided. Please read the onscreen instructions for further details. The message will be sent to the student's intray, contact and University email addresses.

A copy of module/assessment outcome email will be saved to the supporting documents section.

Please note: All communication, where possible, that is sent to the student has to be bilingual. It is your responsibility to ensure that any changes to the predefined text or comments added are translated by the Translation Unit and added to the **Template Additional Editable Text** and **Additional Text Welsh** boxes.

Template: Outcome (EC6)

Template Additional Editable Text (English): [Notes (e.g. if claim is rejected or advising to apply for Compensatory Measures)].

Template Additional Editable Text (Welsh): [Nodiadau (e.e. os gwrthodir yr hawliad neu os cynghorir i wneud cais am Fesurau Digoledu)].

Status: Approved

Assessment type: Coursework

Assessment Action: Late Submission

Assessment deadline / date of examination/presentation: 23/Feb/2021

Is the assessment Uncapped or Capped? Please Select

Assessment Additional Text (English): The penalty for late submission will be lifted.

Assessment Additional Text (Welsh): Caiff y gosb am gyflwyno'n hwyr ei chodi.

EC1 - Already Processed

Below is an example of the EC1 template.

Template:	Already Processed (EC1) ▼
Template Additional Editable Text (English):	Your claim that circumstances outside of your control may have adversely affected your performance and should be taken into account by the University, received on 23 February 2021, in relation to the following assessment have already been processed with the response/outcome emailed to you on [date]. If you require another copy of the response/outcome email(s) for the assessment, please let us know.
Template Additional Editable Text (Welsh):	Mae'ch honiad y gallai amgylchiadau y tu allan i'ch rheolaeth fod wedi effeithio'n andwyol ar eich perfformiad ac y dylai'r Brifysgol eu cymryd i ystyriaeth, a ddaeth i law ar 23 Chwefror 2021, mewn perthynas â'r asesiad canlynol wedi ei brosesu eisoes ac anfonwyd yr ymateb/canlyniad atoch ar flurf e-bost ar [date]. Os oes angen copi arall amoch o e-bost yr ymateb/canlyniad ar gyfer yr asesiad, rhwch wybod.
Assessment type:	Coursework ▼
Assessment deadline / date of examination/presentation:	23/Feb/2021 
Is the assessment Uncapped or Capped?	Please Select ▼

EC2 - Cannot be Processed due to Academic Misconduct

Below is an example of the EC2 template.

Template:	Cannot be Processed due to Academic Misconduct (EC2) ▼
Template Additional Editable Text (English):	Your claim that circumstances outside of your control may have adversely affected your performance and should be taken into account by the University, received on 23 February 2021, in relation to the following assessment cannot be processed (due to an allegation of academic misconduct currently under investigation for the same assessment / as a result of a penalty being imposed for academic misconduct for the same assessment).
Template Additional Editable Text (Welsh):	Ni ellir prosesu eich honiad y gallai amgylchiadau y tu allan i'ch rheolaeth fod wedi cael effaith andwyol ar eich perfformiad ac y dylai'r Brifysgol eu hystyried, a ddaeth i law ar 23 Chwefror 2021, mewn perthynas â'r asesiad canlynol [ohierwydd honiad o gamymddwyn academaidd sy'n destun ymchwiliad ar hyn o bryd ar gyfer yr un asesiad / o ganlyniad i gosb am gamymddwyn academaidd am yr un asesiad].
Assessment type:	Coursework ▼
Assessment deadline / date of examination/presentation:	23/Feb/2021 
Is the assessment Uncapped or Capped?	Please Select ▼

EC3 - Not Eligible for Consideration

Below is an example of the EC3 template.

Template:	Not Eligible for Consideration (EC3) ▼
Template Additional Editable Text (English):	[Detail circumstance that is not recognised from section 14.6 of the University's Mitigating Circumstances Policy, e.g. loss of work, non-serious domestic or personal disruptions] are not eligible for consideration as it does not meet the criteria of what the University recognises as Extenuating Circumstances.
Template Additional Editable Text (Welsh):	[Manylion amgylchiad nad yw'n cael ei gydnabod o adran 14.6 Polisi Amgylchiadau Lliniaru'r Brifysgol, e.e. colli gwaith, amhariadau domestig neu bersonol nad ydynt yn ddifrifol] - Nid yw hyn yn gymwys i'w ystyried oherwydd nad yw'n bodloni meini prawf yr hyn y mae'r Brifysgol yn ei gydnabod yn Amgylchiadau Esgusodol.
Assessment type:	Coursework ▼
Assessment deadline / date of examination/presentation:	23/Feb/2021 
Is the assessment Uncapped or Capped?	Please Select ▼

EC4 - Not Eligible for Consideration (Retrospective Claim)

Below is an example of the EC4 template. This template doesn't require you to add any additional text.

Template:	Not Eligible for Consideration (Retrospective Claim) (EC4) ▼
Assessment type:	Coursework ▼
Assessment deadline / date of examination/presentation:	23/Feb/2021 
Is the assessment Uncapped or Capped?	Please Select ▼

EC5 - Cannot Currently be Processed (MyTSD)

Below is an example of the EC5 template.

Template: Cannot Currently be Processed (MyTSD) (EC5)

Template Additional Editable Text (English):

Cannot currently be processed due to the following reason(s):

- * The date of the assessment is too far into the future; (but note this may be permissible if student has provided sufficient evidence);
- * Your claim was submitted after you had received formal or informal notification of your results and you failed to provide independent evidence to show compelling reasons which clearly explains why the claim was not submitted prior to the notification of results;
- * Your claim was submitted more than 21 days after the assessment deadline / scheduled date of the examination/presentation and you have failed to provide independent evidence to show compelling reasons which clearly explains why the claim was not submitted prior to this;
- * Whilst not denying that there may be extenuating circumstances, you have failed to provide verifiable independent documentary evidence to confirm the duration and impact of your circumstances on your ability to complete the assessment;
- * Whilst not denying that there may be extenuating circumstances, the supporting evidence provided does not confirm the duration and impact of your circumstances on your

Template Additional Editable Text (Welsh):

Does dim modd ei brosesu ar hyn o bryd oherwydd y rheswm(rhesymau) canlynol:

- * Mae dyddiad yr aesiad yn rhy bell i'r dyfodol; (ond sylw y gallir caniatáu hyn os bydd y myfyrwr wedi darparu digon o dystiolaeth);
- * Cyflwynwyd eich hawliad ar ôl i chi dderbyn hysbysiad ffurfiol neu anffurfiol o'ch canlyniadau a gwnaethoch fethu â darparu tystiolaeth annibynnol i ddangos rhesymau diymwad sy'n egluro'n glir pam na chyflwynwyd yr hawliad cyn cyhoeddi'r canlyniadau;
- * Cyflwynwyd eich hawliad fwy na 21 diwrnod ar ôl dyddiad cau'r aesiad / y dyddiad yr amserlennwyd yr arholiad/cyflwyniad ac rydych wedi methu â darparu tystiolaeth annibynnol i ddangos rhesymau diymwad sy'n egluro'n glir pam na chyflwynwyd yr hawliad cyn hyn;
- * Heb wadu na all fod amgylchiadau esgusodol, rydych wedi methu â darparu tystiolaeth ddogfennol annibynnol wiriadwy i gadarnhau hyd ac effaith eich amgylchiadau ar eich gallu i gwblhau'r aesiad(au);
- * Heb wadu na all fod amgylchiadau esgusodol, nid yw'r dystiolaeth ategol a ddarparwyd yn cadarnhau hyd ac effaith eich amgylchiadau ar eich gallu i gwblhau'r

Assessment type: Coursework

Assessment deadline / date of examination/presentation: 23/Feb/2021

Is the assessment Uncapped or Capped? Please Select

EC6 - Outcome

Below is an example of the EC6 template. Please note that some of the dropdown lists will be displayed based on what you choose for **Status** and **Assessment Action**.

Template: Outcome (EC6)

Template Additional Editable Text (English):

[Notes (e.g. if claim is rejected or advising to apply for Compensatory Measures)].

Template Additional Editable Text (Welsh):

[Nodiadau (e.e. os gwerthodir yr hawliad neu os oynghorir i wneud cais am Fesurau Digolledu)].

Status: Approved

Assessment type: Coursework

Assessment Action: Late Submission

Assessment deadline / date of examination/presentation: 23/Feb/2021

Is the assessment Uncapped or Capped? Please Select

Assessment Additional Text (English):

The penalty for late submission will be lifted.

Assessment Additional Text (Welsh):

Caiff y gosb am gyflwyno'n hwyr ei chodi.

EC7 - Referred for Consideration

Below is an example of the EC7 template.

Template: Referred for Consideration (EC7)

Template Additional Editable Text (English):
Your claim has been referred for consideration and you will be informed of the outcome no later than [date].

Template Additional Editable Text (Welsh):
Cyfeirwyd eich hawliad i'w ystyried a chewch wybod am y canlyniad erbyn [date] fan bellaf.

Assessment type: Coursework

Assessment deadline / date of examination/presentation: 23/Feb/2021

Is the assessment Uncapped or Capped? Please Select

Module and Assessment Outcome Emails

For the purpose of this guide I have chosen the EC4 template, but the following process will be the same for all of them.

When you have processed the module/assessment and are ready to send the outcome email, click on **'Next'**. To return to the student details page click **'Back'**.

Extenuating Circumstances

Module and Assessment Details

Module Code	Assessment No	Assessment type	Portfolio	Assessment deadline / date of examination/presentation	Submission/attendance	Date of submission/attendance
BMLW4000	001	CW	test	18/Mar/2021	Will not submit/attend	

Template: Not Eligible for Consideration (Retrospective Claim) (EC4)

Assessment type: Coursework

Assessment deadline / date of examination/presentation: 18/Mar/2021

Is the assessment Uncapped or Capped? Uncapped

Add additional Emails:
Enter the full email address for each person who will be copied into the outcome email. Please leave a SINGLE SPACE between email addresses. The appropriate Registry group will automatically be copied into the outcomes email, so there is no need to add them.

E-mail address(es): @uwtsd.ac.uk

Back Next

A preview of the email will be displayed.

If the details need to be amended then click **'Back'**, this will take you back to the module/assessment details page.

If the details are correct then click **'Send Correspondence'**. You will be redirected back to the **Case Details**. A copy of the email will be saved in pdf format to the **Supporting Documentation** section.

Review email to student

[Click here to go to English](#)

Cymraeg

From: [redacted]
To: [redacted]
Cc: [redacted]
24 Mawrth 2021
Annwyl

Nid yw eich honiad y gallai amgylchiadau y tu allan i'ch rheolaeth fod wedi cael effaith andwyol ar eich perfformiad ac y dylai'r Brifysgol eu hystyried, a ddaeth i law ar 17 Mawrth 2021, mewn perthynas â'r asesiad canlynol, yn gymwys i'w hystyried.

Yn unol â pharagraff 13.18 o Bolisi Amgylchiadau Esgusodol y Brifysgol a geir yn: <https://www.uwtsd.ac.uk/academic-office/academic-quality-handbook/> ni fydd hawliadau ôl-weithredol a wnaed ar gyfer asesiadau a gynhaliwyd yn y semester/ymor blaenorol lle mae'r canlyniad ar gyfer yr asesiadau wedi'i ystyried gan Fwrdd Archwilio a lle mae'r myfyrwr wedi ymwneud wedyn ag astudiaethau yn y semester/ymor presennol yn gymwys i'w hystyried.

Assessment details	
Enw a chod y modwl:	BMLW4000 - Criminal Litigation
Enw'r asesiad:	50% Essay (2000 words)
Heb neu Wedi'i Gapio:	Heb ei gapio
Dyddiad terfyn yr asesiad / Dyddiad yr arholiad/cyflwyniad:	18/Maw/2021
Dyddiad cyflwynwyd ywalth / Yn bresennol ar gyfer yr arholiad/cyflwyniad:	Ni fyddaf yn cyflwyno gwaith yn bresennol

Yn gywir,
Academic Office

English

From: [redacted]
To: [redacted]
Cc: [redacted]
24 March 2021
Dear

Your claim that circumstances outside of your control may have adversely affected your performance and should be taken into account by the University, received on 17 March 2021, in relation to the following assessment is not eligible for consideration.

In accordance with paragraph 13.18 of the University's Mitigating Circumstances Policy found at: <https://www.uwtsd.ac.uk/academic-office/academic-quality-handbook/>, retrospective claims made for assessments undertaken in a previous semester/term where the outcome for the assessments has been considered by an Examining Board and where the student has subsequently engaged with studies in the current semester/term will not be eligible for consideration.

Assessment details	
Module Code and Name:	BMLW4000 - Criminal Litigation
Assessment Name:	50% Essay (2000 words)
Uncapped or Capped:	Uncapped
Assessment deadline / Date of examination/presentation:	18/Mar/2021
Date work actually submitted / Attendance at examination/presentation:	Will not submit/attend

Yours sincerely,
Academic Office

Back

Send correspondence

Supporting Documentation

A PDF copy of the application, and all supporting documentation provided by the student, will be displayed in a table. Should you need to upload additional documentation for a case, then you may do so using the **File uploader**.

Documents Uploaded by Student in Support of Request:

Document Name	File type (extension)	Date Uploaded	Open
New Microsoft Word Document.docx	DOCX	16 Apr 2020	View Document
New Microsoft Word Document (2).docx	DOCX	16 Apr 2020	View Document
Extenuating Circumstances.pdf	PDF	16 Apr 2020	View print version

Uploading additional evidence:
If you need to upload additional evidence for this case, please use the File uploader below. For full instructions, please refer to the (link to staff guide) staff guide. Once uploaded, the additional evidence will be displayed in the table above.

Removing additional evidence (Uploaded by staff):
If you need to remove additional evidence from this case, please select 'Delete' against the file you wish to remove, via the File uploader. The document will be removed from the file explorer immediately and the table above will be updated when the case is saved.

File uploader

Choose File [Upload](#)

Click on **'Choose File'** navigate to the file you wish to upload, select it, and click on **'Open'**. The file you wish to upload will appear in the File uploader with the **File Status** of **Awaiting Upload**.

Uploading additional evidence:
If you need to upload additional evidence for this case, please use the File uploader below. For full instructions, please refer to the (link to staff guide) staff guide. Once uploaded, the additional evidence will be displayed in the table above.

Removing additional evidence (Uploaded by staff):
If you need to remove additional evidence from this case, please select 'Delete' against the file you wish to remove, via the File uploader. The document will be removed from the file explorer immediately and the table above will be updated when the case is saved.

File uploader

Choose File [Upload](#)

New Microsoft Word Document (3).docx (11 kb)	Delete
File Status Awaiting Upload	

If you selected the wrong file to upload, you may delete it by clicking on the **Delete** button.

Uploading additional evidence:
If you need to upload additional evidence for this case, please use the File uploader below. For full instructions, please refer to the (link to staff guide) staff guide. Once uploaded, the additional evidence will be displayed in the table above.

Removing additional evidence (Uploaded by staff):
If you need to remove additional evidence from this case, please select 'Delete' against the file you wish to remove, via the File uploader. The document will be removed from the file explorer immediately and the table above will be updated when the case is saved.

File uploader

Choose File [Upload](#)

New Microsoft Word Document (3).docx (11 kb)	Delete
File Status Awaiting Upload	

To remove the file from the File uploader, click on **'Accept'**. To return to the application, and keep the file, click on **'Cancel'**.

Delete file

Are you sure you want to delete this file?

[Cancel](#) [Accept](#)

To upload the file, click on **'Upload'**. The **File Status** will change to **Successfully Uploaded**.

Documents Uploaded by Student in Support of Request:

Document Name	File type (extension)	Date Uploaded	Open
New Microsoft Word Document.docx	DOCX	16 Apr 2020	View Document
New Microsoft Word Document (2).docx	DOCX	16 Apr 2020	View Document
Extenuating Circumstances.pdf	PDF	16 Apr 2020	View print version

Uploading additional evidence:
If you need to upload additional evidence for this case, please use the File uploader below. For full instructions, please refer to the (link to staff guide) staff guide. Once uploaded, the additional evidence will be displayed in the table above.

Removing additional evidence (Uploaded by staff):
If you need to remove additional evidence from this case, please select 'Delete' against the file you wish to remove, via the File uploader. The document will be removed from the file explorer immediately and the table above will be updated when the case is saved.

File uploader

New Microsoft Word Document (3).docx (11 kb)

File Status Successfully Uploaded 100%

The file will not appear in the document table until you have saved the application. Once the application has been saved, the next time you return to it the document will appear in the table. The file will remain in the File uploader. Should you wish to remove the file you uploaded, click on the **Delete** button next to the file in the File uploader. When the application is saved the document will be removed from the table.

Documents Uploaded by Student in Support of Request:

Document Name	File type (extension)	Date Uploaded	Open
New Microsoft Word Document.docx	DOCX	16 Apr 2020	View Document
New Microsoft Word Document (2).docx	DOCX	16 Apr 2020	View Document
New Microsoft Word Document (3).docx	DOCX	16 Apr 2020	View Document
Extenuating Circumstances 1304361-58.pdf	PDF	16 Apr 2020	View print version

Uploading additional evidence:
If you need to upload additional evidence for this case, please use the File uploader below. For full instructions, please refer to the (link to staff guide) staff guide. Once uploaded, the additional evidence will be displayed in the table above.

Removing additional evidence (Uploaded by staff):
If you need to remove additional evidence from this case, please select 'Delete' against the file you wish to remove, via the File uploader. The document will be removed from the file explorer immediately and the table above will be updated when the case is saved.

File uploader

New Microsoft Word Document (3).docx (11 kb)

Please Note: That any additional documentation that is added by a member of staff will not be seen by the student.

Review and Process a Case

You will only be able to mark a case as Completed once all the modules/assessment have been processed and the Case Status set to Completed.

The Academic Office will receive a copy of the completed email and all the attachments linked to the case. The case will then move to the Completed Case intray.

Important information regarding how to process a case can be found towards the bottom of the case details page.

If you need to save the case at any point, click on the **'Save & Return to Intray'** button. The **'Back'** button will take you back to the intray message linked to that case.

IMPORTANT:
Please ensure that the Case Status in the dropdown box below is **UPDATED**.

- If you have sent an EC5 template for any of the above assessments, you should change status to 'Awaiting Response' and click on the 'Save & Return to Intray' button below.
- If you have sent an EC7 template for any of the above assessments, you should ensure status remains as 'In Progress' and click on the 'Save & Return to Intray' button below.
- Once you have sent either an EC1, EC2, EC3, EC4 or EC6 template for ALL the above assessments, you should change status to 'Completed' and click on the 'Complete Case' button below.

Case Status:

You will not be able to mark the case as completed until all the assessments have been reviewed and processed.

When a decision has been made against each module/assessment, and the case marked as **Completed**, then the **'Complete Case'** button will made available.

IMPORTANT:
Please ensure that the Case Status in the dropdown box below is **UPDATED**.

- If you have sent an EC5 template for any of the above assessments, you should change status to 'Awaiting Response' and click on the 'Save & Return to Intray' button below.
- If you have sent an EC7 template for any of the above assessments, you should ensure status remains as 'In Progress' and click on the 'Save & Return to Intray' button below.
- Once you have sent either an EC1, EC2, EC3, EC4 or EC6 template for ALL the above assessments, you should change status to 'Completed' and click on the 'Complete Case' button below.

Case Status:

Review Completed Case Email

Please note: All communication, where possible, that is sent to the student has to be bilingual. It is your responsibility to ensure that any changes to the predefined text or comments added are translated by the Translation Unit and added to the **Template Additional Editable Text** and **Additional Text Welsh** boxes.

You will have the opportunity to review the completed case email before it is sent to the Academic Office. Please make sure that all the documents that are related to the case have been uploaded and displayed on screen. If the information on this page is incorrect, you may return to the case and make the necessary amendments.

If the information is correct, click on **'Send correspondence'**.

English

From: aocases@uwtsd.ac.uk
To: aocases@uwtsd.ac.uk

Dear Academic Office,

Case No:
Student Number:
Student Name:

Documents Uploaded by Student and/or Staff member in Support of Request:

Document Name	File type (extension)	Date Uploaded	Open
_BMLV4000_001_EC4_Outcome.pdf	PDF	24 Mar 2021	View Document
Extenuating Circumstances [redacted].pdf	PDF	17 Mar 2021	View Document
Testing.docx	DOCX	17 Mar 2021	View Document

Kind regards,
Academic Office

[Back](#) [Send correspondence](#)

A pop up message will be displayed saying that the email and in-tray message is being sent. When completed you will see a confirmation message. To return to the in-tray, click on **'Return to in-tray'**.

Extenuating circumstance case completed

The extenuating circumstances case has now been completed. Click the button below to return to the in-tray.

[Return to in-tray](#)

