

# CRITERIA FOR EXTENUATING CIRCUMSTANCES

In Table 1 below, the left-hand column describes the typical kinds of circumstance that an Extenuating Circumstances Officer could consider. The right-hand column tells you the type of evidence that would be required to support such a claim. **In the absence of appropriate evidence, as described in this Appendix, the Officer will find the circumstances to be “Not Valid” and reject the claim.**

The key to the letters assigned to types of evidence in Table 1 can be found in Table 2.

Where codes are included within brackets it means that any one of the types of evidence listed within the brackets is acceptable.

**TABLE 1 – EXTENUATING CIRCUMSTANCES & APPROPRIATE EVIDENCE**

Criteria		Appropriate Evidence
1	<b>Short-term physical or mental illness or injury (less than five working days)</b> that impacted you during the period the assessment was due to be undertaken (e.g an examination) or the date it was to be <b>submitted</b> (e.g. coursework) <b>OR</b> An incident or exacerbation of a longer-term illness or chronic condition that impacted you to a greater extent than that to which you are normally accustomed during the period the assessment was to be <b>undertaken</b> or the date it was to be <b>submitted</b> .	A
2	<b>Extended physical or mental illness or injury (more than 5 working days)</b> likely to have impacted you during the period you might reasonably have been expected to give time to the production of the assessment <b>OR</b> A brief incident or exacerbation of a longer-term illness or chronic condition which was likely to have impacted you to a greater extent than that to which you are normally accustomed during the period you might reasonably have been expected to give time to the <b>production</b> of the assessment.	A + (B or C or D)

<b>3</b>	<b>Bereavement</b> The death of a member of your family, a partner, or friend on or close to the period the assessment was due to be undertaken or the date submitted or during the period of time that you might reasonably have been expected to produce the assessment.	<b>A</b>
<b>4</b>	<b>Domestic, Caring and / or Personal Problems</b> Significant problems in your domestic, caring or personal circumstances of a nature likely to have prevented your attendance during the period the assessment artefact was due to be undertaken <b>OR</b> the date it was to be submitted, or to have affected your performance during the period you might reasonably have been expected to give time to the production of the assessment.	<b>A + (B or C or E)</b>
<b>5</b>	<b>Court Attendance</b> Jury Service, or attendance at Court or a Tribunal as a witness, defendant or plaintiff, during the period the assessment was due to be undertaken or the date it was to be submitted, or during the period you might reasonably have been expected to give time to the production of the assessment.	<b>A + F</b>
<b>6</b>	<b>Work Commitment</b> You must be studying part-time, by distance learning or be a postgraduate student who has completed the taught element of the course and is writing up their dissertation (unless on a work-based learning course) <b>AND</b> there must be an unanticipated and / or non-negotiable work commitment as a result of which, either you were unable to attend during the period the assessment was due to be undertaken or the date it was to be submitted, or you were unable to give time to the production of the assessment during the relevant period.	<b>A + (B or G)</b>
<b>7</b>	<b>Representing County or Country at Sport</b> This would be where you are selected to represent your country or county at sporting events which required absence from the University during the period the assessment was due to be undertaken or the date it was to be submitted, or during the period you might reasonably have been expected to give time to the production of the assessment.	<b>A + H</b>

8	<p><b>Active Exercise of Citizenship</b></p> <p>An unanticipated and / or non-negotiable commitment to duties associated with an elected office, membership of a voluntary organisation, or service with the Armed or Reserve Forces, as a result of which, either you were unable to attend during the period the assessment was due to be undertaken or the date it was to be submitted, or you were unable to give time to the production of the assessment during the relevant period.</p>	A + G
9	<p><b>Holidays</b></p> <p>A holiday within term-time or assessment periods that had been booked <b><i>before first registration on the course</i></b> and which caused you to be absent from the University during the period the assessment was due to be undertaken or the date it was to be submitted, or during the period you might reasonably have been expected to give time to the production of the assessment.</p> <p>Remember you should always look at the academic calendar and be clear about when your assessments will be. Do not forget the referral and deferral period in July, where you might be required to be here if you do not pass all your credits for that year at the first attempt.</p>	A + I
10	<p><b>Transport Difficulties</b></p> <p>Difficulties with public or personal transport which prevented you from attending on the date the assessment was due to be undertaken or submitted, that could not reasonably have been anticipated, and such that sufficient time was not available to allow you to make alternative arrangements.</p>	A + J
11	<p><b>Victim of Crime</b></p> <p>You were the victim of a crime that has been reported to the appropriate authority for investigation (or to another service such as the UPSU advice service or Wellbeing) and that crime was likely <u>either</u> to have prevented your attendance during the period the assessment was due to be undertaken,</p> <p><b>OR</b></p> <p>to have prevented you from submitting the assessment on the due date,</p> <p><b>OR</b></p> <p>to have affected your performance during the period you might reasonably have been expected to give time to the production of the assessment.</p>	A + (B or K)

<b>12</b>	<b>Absence arising from maternity, paternity, shared or adoption leave</b> This might include any appointments you have prior to the leave period commencing (e.g. prenatal appointments, statutory adoption appointments, etc).	<b>A</b>
<b>13</b>	<b>Other</b> Exceptional extenuating circumstances that do not fall under any of the criteria defined above. These can be explained in the statement. If you are uncertain or need advice, you should discuss your situation with staff in a MyPort Student Hub.	<b>A + J</b>

**TABLE 2 – TYPES OF EVIDENCE**

<b>A</b>	Your statement of case.
<b>B</b>	Corroboration from a person with whom you have a professional, not a personal, relationship. This may include your employer or personal tutor or student support services (e.g. Student Wellbeing Service including Chaplaincy).
<b>C</b>	Corroboration by a member of your personal network (e.g. family/close friend/carer).
<b>D</b>	Medical Certificate signed while the illness or incident was affecting you, or other medical evidence such as copies of prescriptions, certificates of attendance at GP surgery, clinic or hospital.
<b>E</b>	Medical Certificate signed while the illness or incident was affecting the other person, or other medical evidence, together with a statement from you about the nature of the relationship, explaining why your personal attention was necessary and why no other person could reasonably be expected to have provided that attention.
<b>F</b>	Official correspondence from the Court or Tribunal Authority.
<b>G</b>	Letter of corroboration (that must explain why the commitment was non-negotiable and/or unanticipated) signed by your line manager or supervisor.
<b>H</b>	Letter from the appropriate sporting association or authority that explained why your absence was necessary.
<b>I</b>	Appropriate documentary evidence that corroborates both the timing of the booking of the holiday and its duration.
<b>J</b>	Corroboration from a relevant and appropriate source.
<b>K</b>	Corroboration of the reported crime from the Police or other investigating authority (e.g. crime number), or supporting statement from UPSU or a University service. (personal tutor, Student Wellbeing Service including Chaplaincy)