



**CONFIDENTIAL**

**EXTENUATING CIRCUMSTANCES FORM**

**Claim that circumstances outside of your control may have adversely affected your performance and should be taken into account by the College**

This form should be completed if you want to make the College aware of any extenuating circumstances which you believe may have adversely affected your performance in an assessment or assessments. **Please read the notes for guidance before completing ALL sections of the form.**

Claims **must** be submitted as soon as possible and **must** be received by the Academic Office no more than **15 working days** after the original date of assessment. Requests submitted outside this timeframe will not be considered unless there is independent evidence to show compelling reasons as to why the request was not submitted in a timely manner.

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

Where work has been handed in, 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 handed in).

The Academic Registrar shall acknowledge receipt of your claim for extenuating circumstances normally within 5 clear working days. If you do not receive an acknowledgement within 5 clear working days, you should contact the Academic Registrar to ensure that your claim was actually received.

All communications relating to this claim during its process must be in writing and either emailed or posted to:	
<b><u>(for email)</u></b>  Email: <a href="mailto:ssantona@newbold.ac.uk">ssantona@newbold.ac.uk</a> Subject: Extenuating Circumstances	<b><u>(for post)</u></b>  Academic Registrar (Ref: Extenuating Circumstances) Newbold College of Higher Education St Marks Rd Binfield Berkshire RG42 4AN

**The College will acknowledge receipt of your claim and provide you with any updates and an outcome by email; therefore, it is important that you check your College email accounts regularly.**

**This form is available electronically on the College's website**

**1. Student details:**

Student Name:		
Student ID Number:		
Contact Address:		
Contact Telephone Number:		
E-mail address:		
Programme of Study:		
Current mode of study	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time

**2. Nature of circumstances:**

- Immobilising illness/hospitalisation**  
Please provide a medical certificate or equivalent indicating the start and duration of the condition.
- Bereavement** (death of relative or close friend)  
Please provide a death certificate.
- Significant adverse personal circumstances**  
Please supply appropriate supporting independent evidence.
- Other significant factors**  
Please supply appropriate supporting independent evidence.
- Pressures from employers (only where study is subsidiary to employment)**  
Please provide a letter from your employer.

**3. Assessments affected:**

Enter Coursework details below: * Give the actual date of submission or write "will not submit" if the work will not be submitted on the assessment deadline.			
Module Code and Name	Assessment Type (e.g. essay, portfolio) Weighting of component	Assessment deadline	Date work actually submitted
Enter Examination/Presentation details below: * Indicate whether you attended the examination/presentation or not.			
Module Code and Name	Assessment Type (e.g. presentation, examination) Weighting of component	Date of examination / presentation	Attendance at examination / presentation

4. **Concisely describe the nature of the circumstances you are claiming for and how they have affected/will affect your performance:**

(this box will expand as you type or you may attach additional sheets)

5. **Verifiable independent supporting documentary evidence:** List and describe the documentation which you have attached in support of your statement (Please note that the College will **NOT** seek evidence on your behalf – it is your responsibility to do this).

(this box will expand as you type or you may attach additional sheets)

6. **Checklist:** Please complete the checklist below to ensure that you have completed the form according to the guidelines and attached all the required documentation:

<input type="checkbox"/>	I have handed in my assessment or have decided that I will not be able to hand in my assessment on the original date of assessment or the date of my examination / presentation has passed (and I either attended or did not)
<input type="checkbox"/>	I have attached relevant independent documentary evidence to support my claim.
<input type="checkbox"/>	I have completed <b>ALL</b> sections of the form in full.
<input type="checkbox"/>	I have submitted this no more than <b>15 working days</b> after the original date of the assessment. If not, I have provided independent evidence to show compelling reasons as to why the form is not being submitted in a timely manner.
<input type="checkbox"/>	I have attached proof of the date of actual submission - either an official submission receipt or confirmation from a member of staff of the date the work was handed in or presentation was completed (not required for examinations/presentations).

**THE ACADEMIC REGISTRAR HAS AUTHORITY TO RETURN TO A STUDENT ANY CLAIM THAT:**

- **IS RECEIVED MORE THAN 15 WORKING DAYS AFTER THE ORIGINAL DATE OF ASSESSMENT OR AFTER NOTIFICATION OF RESULTS WHICH DOES NOT INCLUDE INDEPENDENT EVIDENCE TO EXPLAIN THE DELAY IN RECEIVING THE CLAIM;**
- **IS INCOMPLETE (TYPICALLY SECTIONS 3 OR 5 HAVE NOT BEEN COMPLETED);**
- **LACKS VERIFIABLE INDEPENDENT DOCUMENTARY EVIDENCE.**

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 College who are responsible for considering extenuating circumstances. I also understand that this claim for extenuating circumstances will be kept on my College 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 Unfair Practice Procedures. The College reserves the right to check on the validity of any document(s) you submit or statements you make in this claim.**

**Signature of Student:**

**Date:**