

Extract from the regulations governing student assessment in coursework and examinations

36 (a) Save in exceptional circumstances:

- (i) written medical evidence, or evidence of compassionate circumstances, relevant to the performance of a candidate in a written examination must be presented to the Course/ Subject Director not later than five working days following the examination;
 - (ii) written medical evidence, or evidence of compassionate circumstances, relevant to the performance of a candidate in coursework must be presented to the Course/Subject Director by the date on which the work was due to be submitted.
- (b) The term ‘exceptional circumstances’ will be given a restrictive interpretation.
- (c) Evidence of ill-health must be authenticated by the candidate’s medical advisor. Medical certificates should be forwarded directly to the Course/Subject Director. Self-certification will not be accepted.

Notes of Guidance

You are asked to note carefully the above extract from the regulations on the presentation of evidence of extenuating circumstances. The information below is designed to assist you in the interpretation of the regulations and provide further detail. Your attention is drawn to the following website where the procedures are set out in full:

<http://www.ulster.ac.uk/academicervices/student/>

What are extenuating circumstances?

Extenuating circumstances are circumstances that could not reasonably be foreseen and that either prevent you from attending an examination, or submitting part or all of your coursework by the due deadline. They also include circumstances which prevent you from demonstrating or achieving your full potential in the examination or coursework in question. Extenuating circumstances are normally health related, or of a sensitive/personal nature, or relate to some unforeseen emergency or crisis affecting your situation (for example a family bereavement).

How do I present details of my extenuating circumstances?

This form has been designed to give you the opportunity to set out the details of your extenuating circumstances. You should complete Section A in full. Any evidence in support of your claim should be submitted with the form. Where appropriate, the University’s Counseling Service will provide reports in support of claims of extenuating circumstances.

When do I present details of extenuating circumstances?

Claims for extenuating circumstances should be made at the time the circumstances occurred and must be submitted not later than the following deadlines:

- Examination – not later than five days following the examination
- Coursework – by the date on which the work was due to be submitted

To whom do I present details of extenuating circumstances?

The completed form, together with any supporting documentation, must be presented to your Course/Subject Director.

What will happen to my completed form?

Your submission will be considered through the appropriate channels and the outcome communicated to you. If the evidence is accepted you will be given the opportunity to be assessed on a further occasion in the appropriate examination(s) or coursework. Please note that a successful outcome will always involve further assessment in the module concerned; the examiners will **not** give you additional marks to compensate for your exceptional circumstances.

SECTION A cont'd

3 DETAILS OF EXTENUATING CIRCUMSTANCES

i) Nature of Difficulty

(Please tick as appropriate)

Illness

Other Personal Circumstance

ii) Dates(s) on which you were affected.....

iii) Absence from Study

(Please indicate as appropriate)

- Were you absent from the University for more than three working days as a result of your extenuating circumstances? YES/NO
- If 'YES' is a completed Notification of Absence Form attached? YES/NO

iv) Supporting Evidence

(Please indicate as appropriate)

- Do you have medical certificate(s) or other supporting evidence? YES/NO
- If 'YES' is the evidence attached? YES/NO

If you do not have objective evidence you should explain below the nature of your difficulties.

(You may continue on a separate sheet if necessary)

**Note: Where available, supporting documents should be submitted with this form.*

4 EFFECT OF EXTENUATING CIRCUMSTANCES

i) Please explain the effect of the extenuating circumstances on performance in the assessments listed at part 2. (You may continue on a separate sheet if necessary).

ii) Please state what your preferred outcome would be (eg specify the length of extension requested for coursework.)

Student Signature..... Date.....

