

## EXTENUATION FORM - GUIDANCE – PLEASE READ

These notes are designed to help you complete the Extenuation Form. Please read them carefully before you complete the form.

### Extenuating Circumstances Procedures

You should also read the following documents carefully as they provide the framework for the extenuation process:

- **Procedures Governing Extenuating Circumstances**  
<http://www.uel.ac.uk/qa/manual/documents/part6-extenuating.doc>
- **Extenuating Circumstances: Student Guidance – FAQs.**  
<http://www.uel.ac.uk/qa/documents/extenuatingcircumstances.doc>

In addition the **Students' Union Advice and Information Service** may be contacted for advice on extenuation as follows:

- by telephone on 020 8223 7025;
- by e-mail at [studentadvice@uel.ac.uk](mailto:studentadvice@uel.ac.uk);
- in person in the North Building at the Docklands campus and in University House at the Stratford campus.

**Please do not approach lecturers, personal tutors or administrative staff for advice on extenuation.** They will only be able to refer you to the Students' Union and the guidance on the website.

### Key things to remember

- **Claims for extenuation will normally fail unless supported by documentary evidence.** It is your personal responsibility to ensure that one copy of **ALL** documentary evidence relating to your case is attached to the Extenuation form.
- You must supply information for all fields marked with an asterisk (\*) or your claim will fail – **if we don't have enough information, we can't process your claim.**
- You must take a **photocopy** of your completed form and supporting evidence prior to submission. Your extenuation form and the documentary evidence will not be returned to you.
- Hand in the form to the School Office **by the deadlines stated in the 'Extenuating Circumstances: Student Guidance - FAQs'**. Claims that are submitted later than this date usually fail.
- The School Office will issue you with a **receipt** – please retain this.
- No correspondence will be entered into relating to your extenuation form or the decision of the extenuation panel.

**Log on to UEL DIRECT to view the decision of the extenuation panel** after the release of the end-of-semester results. This is the only way to find out whether your extenuation claim has been successful or not.



## **EXTENUATING CIRCUMSTANCES FORM**

**PLEASE COMPLETE ALL SECTIONS OF THE FORM (\* starred items on this form must be completed correctly or your extenuation claim will automatically be rejected)**

### **SECTION 1- YOUR DETAILS** (Anonymity will be protected wherever possible)

<b>Surname: *</b>	<b>Date of Birth:*</b>
<b>Forename(s): *</b>	
<b>Student Number: *</b>	
<b>Programme of Study: *</b>  (Please indicate if you are a UEL Connect student)	

**SECTION 2 –****DETAILS OF THE ASSESSMENT GIVING RISE TO THE CLAIM FOR EXTENUATION (\* starred items on this form must be completed correctly or your extenuation claim will automatically be rejected)**

In which semester was the assessment for which extenuation is claimed? Please tick the relevant box.

Semester A		Semester B		Summer Reassessment		Other (please specify)	
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**COURSEWORK**

If the assessment for which extenuation is being claimed was COURSEWORK please complete the boxes below.

Module Code	Module Name	Coursework number CW1/CW2/ CW3 etc	Title of Coursework	Coursework Deadline Date and time	Did you submit the work by the exact deadline? Yes / No	Did you submit the work within 7 days of the deadline? Yes / No	If submitted, give date and time of submission	Office use only: Delta component code
*	*	*	*	*	*	*	*	
*	*	*	*	*	*	*	*	
*	*	*	*	*	*	*	*	

**EXAMS**

If the assessment for which extenuation is being claimed was an EXAM please complete the boxes below

Module Code	Module Name	Exam Date	Did you attend the exam? Yes / No	Office use only: Delta component code
*	*	*	*	
*	*	*	*	
*	*	*	*	

## SECTION 3 –

### DETAILS OF THE EXTENUATING CIRCUMSTANCES

**PLEASE STATE IN A RELEVANT AND CONCISE MANNER WHAT THE EXTENUATING CIRCUMSTANCES WERE (Do not continue on a separate sheet unless absolutely necessary. Securely attach any additional sheets to this form.)**

**Prior to submission please take a photocopy of all pages of your extenuation claim including supporting evidence. This form will not be returned to you.**

**Please refer to UEL Direct after the release of the end of semester results for the outcome of your extenuation claim.**

**DOCUMENTARY EVIDENCE:**

**Please note that claims for extenuation will normally fail unless supported by documentary evidence**

List below any documentary evidence that you have attached to this form.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

List below any documentary evidence that you have NOT attached to this form but will provide within 5 days of the submission of this form. Give reasons why the documentation is not attached to the form.

- 1.
- 2.
- 3.

Reason for late submission of documentation:

When you have the supporting evidence, please submit your evidence to the School Office with your student number clearly indicated.

Prior to submission please take a photocopy of all pages of your extenuation claim including supporting evidence. This form will not be returned to you.

Please refer to UEL Direct after the release of the end of semester results for the outcome of your extenuation claim.

## SECTION 4 –

### CHECKLIST

**Prior to submitting your form please check that you have undertaken the following:**

(Please tick the boxes below to confirm)	
	I have read the student guidance notes and where required sought advice from the Students Union Advice and Information Service.
	I have completed all sections of the extenuating circumstances form including all starred items.
	I have attached documentary evidence in support of my extenuation claim (or indicated that this will follow within 5 days of the submission of the extenuation form).
	I have signed and dated the declaration below.
	I have taken a photocopy of all pages of the extenuation claim including supporting evidence.

### DECLARATION

**Please read the statements below and sign the declaration at the bottom\***

**I have completed sections 1, 2,3 and 4 clearly explaining the grounds of my claim. I have attached all additional sheets and documentary evidence available. The details on this form are correct to the best of my knowledge. I have read the Extenuating Circumstances-: Student Guidance FAQs at [www.uel.ac.uk/qa/extenuation.htm](http://www.uel.ac.uk/qa/extenuation.htm) and the Extenuation Form Guidance. I acknowledge that the decision of the extenuation panel is final and that no correspondence will be entered into or information given on this decision**

In accordance with the Data Protection Act 1998 we are required to obtain your consent for the following:

- to hold some elements of the information that you have provided on an electronic database;
- to disclose the information that you have provided to authorised members of University staff as required for the reasonable purposes connected with the investigation in the case of an Appeal or Complaint.

By signing here you confirm that you agree with the above statements and indicate your consent for the information provided to be used as detailed above.

From time to time it may be necessary to inform school teaching staff that you have made an extenuation claim (although this will not involve disclosing the details of your claim) in order to ensure that you are offered appropriate academic support. Please tick the box below if you do NOT want us to do this.

I do not want academic staff to be informed about my extenuation claim.

<b>Student Signature</b>	*	<b>Date</b>	*
<b>Number of items of evidence attached to this form</b>	* <b>HELPDESK - PLEASE CHECK</b>	<b>School Signature and stamp</b>	

**Please return the completed form to your School Office:**

### EXTENUATION RECEIPT:

<b>Student: (Print Name)</b>			
<b>Student Signature</b>		<b>Date</b>	
<b>Number of items of evidence attached to this form</b>	<b>HELPDESK - PLEASE CHECK</b>	<b>School Signature and stamp</b>	

**Prior to submission please take a photocopy of all pages of your extenuation claim including supporting evidence. This form will not be returned to you.**