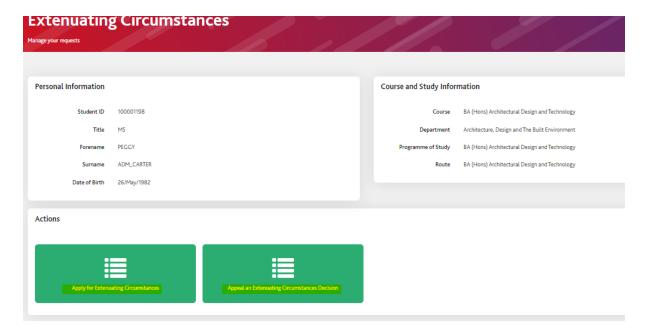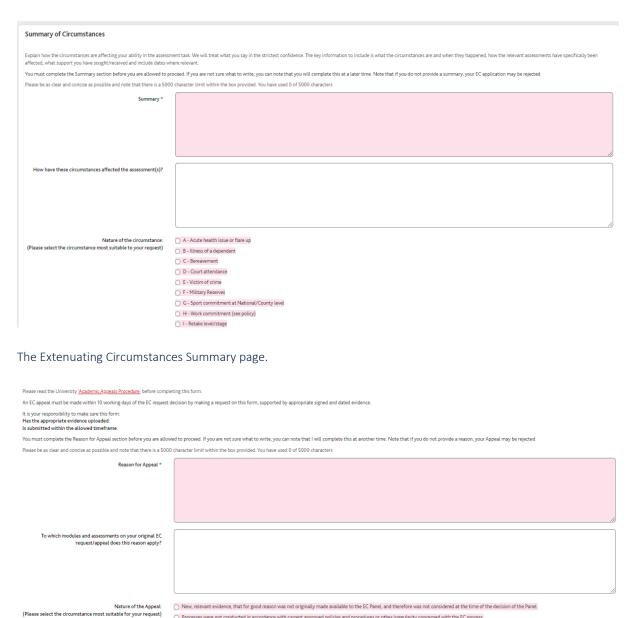# EXTENUATING CIRCUMSTANCES

OVERVIEW

The Extenuating Circumstances Process for both students applying for EC and staff processing applications is managed completely within Gateway's Extenuating Circumstances software. Students (as well as staff on behalf of students) can apply for Extenuating Circumstances by completing an online form which will surface module and assessment information attached to their student record, allowing students to accurately apply for the correct assessment(s) as required. They will also be able to use the software to track and manage their applications. Submitted applications (both EC application and EC Appeals) can be processed by staff through a 3-step workflow: processing the application, making the panel decision, and publishing the result to the student. Staff will also be able to run various reports via the EC software.

EC AND EC APPEAL APPLICATION SUBMISSION

Once a student has logged in to Gateway and accessed the Extenuating Circumstances pages, they will be able to select to either apply for Extenuating Circumstances or Appeal an Extenuating Circumstances Decision from the EC landing page.
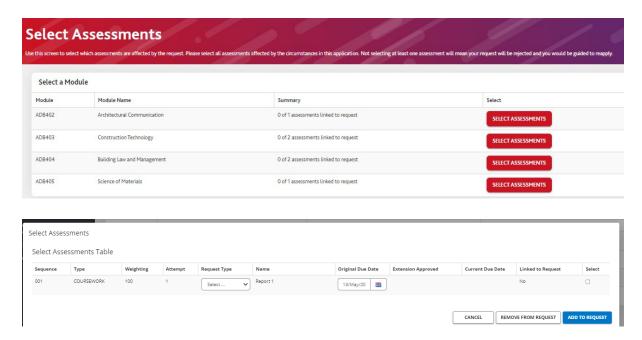
After being presented with some guidance regarding the EC process and guidance, the student will be able to complete the summary page, where they will outline the circumstances and the nature of their application or appeal.
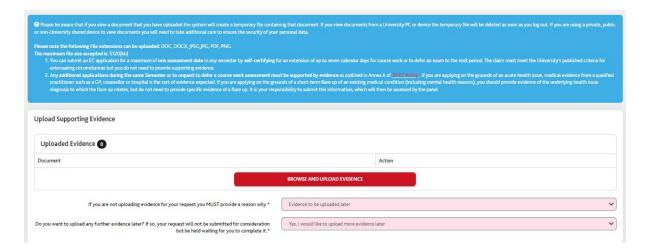
Summary of Circumstances

Explain how the circumstances are affecting your ability in the assessment task. We will treat what you say in the strictest confidence. The key information to include is what the circumstances are and when they happened, how the relevant assessments have specifically been affected, what support you have sought/received and include dates where relevant.

You must complete the Summary section before you are allowed to proceed. If you are not sure what to write, you can note that you will complete this at a later time. Note that if you do not provide a summary, your EC application may be rejected.

Please be as clear and concise as possible and note that there is a 5000 character limit within the box provided. You have used 0 of 5000 characters

Summary *

How have these circumstances affected the assessment(s)?

Nature of the circumstance:
(Please select the circumstance most suitable to your request)

○ A - Acute health issue or flare up
○ B - Illness of a dependent
○ C - Bereavement
○ D - Court attendance
○ E - Victim of crime
○ F - Military Reserves
○ G - Sport commitment at National/County level
○ H - Work commitment (see policy)
○ I - Retake level/stage

The Extenuating Circumstances Summary page.

Please read the University 'Academic Appeals Procedure' before completing this form.

An EC appeal must be made within 10 working days of the EC request decision by making a request on this form, supported by appropriate signed and dated evidence.

It is your responsibility to make sure this form:
Has the appropriate evidence uploaded.
Is submitted within the allowed timeframe.

You must complete the Reason for Appeal section before you are allowed to proceed. If you are not sure what to write, you can note that I will complete this at another time. Note that if you do not provide a reason, your Appeal may be rejected

Please be as clear and concise as possible and note that there is a 5000 character limit within the box provided. You have used 0 of 5000 characters

Reason for Appeal *

To which modules and assessments on your original EC request/appeal does this reason apply?

Nature of the Appeal:
(Please select the circumstance most suitable for your request)

○ New, relevant evidence, that for good reason was not originally made available to the EC Panel, and therefore was not considered at the time of the decision of the Panel.
○ Processes were not conducted in accordance with current approved policies and procedures or other irregularity concerned with the EC process.

Have you ever submitted an appeal for these circumstances previously? *

No ▾

The Extenuating Circumstances Appeal Summary page.

The next page allows the student to select which individual elements of assessment they wish to add to the request, using the select assessments button and then confirming which assessment they wish to submit either a defer or extension for.
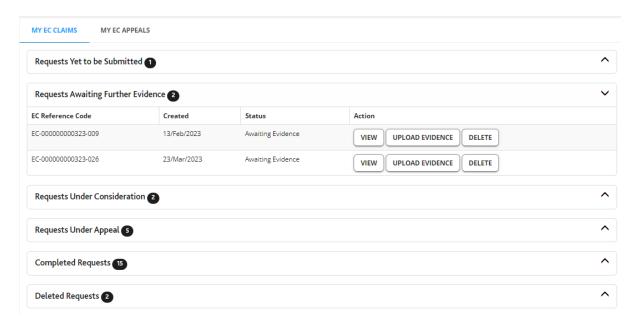

Please note: For the resit/2ⁿᵈ attempt to show on this screen, the 1ˢᵗ attempt marks will need to have been processed in the Marks Entry Area (More information on this process can be found in the Marks Entry Guide).

The following page allows for the student to upload any relevant evidence to their request if required. They can also use the drop-down questions to confirm if they are self-certifying or will not be adding any evidence to this request.

Finally, the student will be able to review and amend their EC application or EC Appeal prior to confirming submission. Any submission a student has either begun or fully submitted can be viewed on the EC Landing Page, under My EC Claims and My EC Appeals. Depending on which area the application is at, the student will be able to undertake various actions to their applications.

An example of the actions that can be taken under Requests Awaiting Further Evidence.