

# 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.

The screenshot displays the 'Extenuating Circumstances' software interface. At the top, a red header contains the title 'Extenuating Circumstances' and the subtitle 'Manage your requests'. Below the header, the interface is divided into two main sections: 'Personal Information' and 'Course and Study Information'. The 'Personal Information' section lists fields for Student ID (100001198), Title (MS), Forename (PEGGY), Surname (ADM\_CARTER), and Date of Birth (26/May/1982). The 'Course and Study Information' section lists fields for Course (BA (Hons) Architectural Design and Technology), Department (Architecture, Design and The Built Environment), Programme of Study (BA (Hons) Architectural Design and Technology), and Route (BA (Hons) Architectural Design and Technology). Below these sections, an 'Actions' section contains two green buttons: 'Apply for Extenuating Circumstances' and 'Appeal an Extenuating Circumstances Decision', each with a white list icon.

Personal Information	
Student ID	100001198
Title	MS
Forename	PEGGY
Surname	ADM_CARTER
Date of Birth	26/May/1982

Course and Study Information	
Course	BA (Hons) Architectural Design and Technology
Department	Architecture, Design and The Built Environment
Programme of Study	BA (Hons) Architectural Design and Technology
Route	BA (Hons) Architectural Design and Technology

**Actions**

- Apply for Extenuating Circumstances
- Appeal an Extenuating Circumstances Decision

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.

## Select Assessments

Use this screen to select which assessments are affected by the request. Please select all assessments affected by the circumstances in this application. Not selecting at least one assessment will mean your request will be rejected and you would be guided to reapply.

Select a Module			
Module	Module Name	Summary	Select
ADB402	Architectural Communication	0 of 1 assessments linked to request	<b>SELECT ASSESSMENTS</b>
ADB403	Construction Technology	0 of 2 assessments linked to request	<b>SELECT ASSESSMENTS</b>
ADB404	Building Law and Management	0 of 2 assessments linked to request	<b>SELECT ASSESSMENTS</b>
ADB405	Science of Materials	0 of 1 assessments linked to request	<b>SELECT ASSESSMENTS</b>

### Select Assessments

Select Assessments Table

Sequence	Type	Weighting	Attempt	Request Type	Name	Original Due Date	Extension Approved	Current Due Date	Linked to Request	Select
001	COURSEWORK	100	1	Select ...	Report 1	13/May/20			No	<input type="checkbox"/>

Please note: For the resit/2<sup>nd</sup> attempt to show on this screen, the 1<sup>st</sup> 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.

Please be aware that if you view a document that you have uploaded the system will create a temporary file containing that document. If you view documents from a University PC or device the temporary file will be deleted as soon as you log out. If you are using a private, public or non-University shared device to view documents you will need to take additional care to ensure the security of your personal data.

Please note the following File extensions can be uploaded: DOC, DOCX, JPEG, JPG, PDF, PNG.  
 The maximum file size accepted is: 5120(kb)

- You can submit an EC application for a maximum of one assessment date in any semester by self-certifying for an extension of up to seven calendar days for course work or to defer an exam to the rest period. The claim must meet the University's published criteria for extenuating circumstances but you do not need to provide supporting evidence.
- Any additional applications during the same Semester or to request to defer a course work assessment must be supported by evidence as outlined in Annex A of [the EC Policy](#). If you are applying on the grounds of an acute health issue, medical evidence from a qualified practitioner such as a GP, counsellor or hospital is the sort of evidence expected. If you are applying on the grounds of a short-term flare up of an existing medical condition (including mental health reasons), you should provide evidence of the underlying health issue diagnosis to which the flare up relates, but do not need to provide specific evidence of a flare up. It is your responsibility to submit this information, which will then be assessed by the panel.

### Upload Supporting Evidence

Uploaded Evidence 0

Document	Action
<b>BROWSE AND UPLOAD EVIDENCE</b>	

If you are not uploading evidence for your request you MUST provide a reason why \*

Do you want to upload any further evidence later? If so, your request will not be submitted for consideration but be held waiting for you to complete it.\*

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.

**MY EC CLAIMS**    MY EC APPEALS

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Requests Yet to be Submitted **1** ^

Requests Awaiting Further Evidence **2** v

EC Reference Code	Created	Status	Action
EC-000000000323-009	13/Feb/2023	Awaiting Evidence	<a href="#">VIEW</a> <a href="#">UPLOAD EVIDENCE</a> <a href="#">DELETE</a>
EC-000000000323-026	23/Mar/2023	Awaiting Evidence	<a href="#">VIEW</a> <a href="#">UPLOAD EVIDENCE</a> <a href="#">DELETE</a>

Requests Under Consideration **2** ^

Requests Under Appeal **5** ^

Completed Requests **15** ^

Deleted Requests **2** ^

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