

## **Completing your form – PLEASE READ**

Before you start, please be aware that you will need to provide:

- Your UWE Bristol student ID number.
- Your programme title.
- The title/s and code/s of the affected modules.
- Details of the affected assessment (including dates e.g. hand in date, exam date).
- Your evidence.

### **Please complete the EC1 Extenuating Circumstances form**

On the form you should:

- Describe the difficulty you have had, including the dates of relevant events.
- Describe the impact on your studies.
- Make sure you have entered the correct module code, name and element of assessment e.g. CW1, EX1, essay, exam.

**Please note that extenuating circumstances will not give you a short-term extension to a deadline.**

If you need an extension, please ask your institution office for a five-day extension form to complete.

### **Send us your evidence**

All extenuating circumstances applications need to be accompanied by supporting evidence e.g. a medical certificate.

**All forms and evidence should be emailed to [Partnerships.Sat@uwe.ac.uk](mailto:Partnerships.Sat@uwe.ac.uk)**

**This is normally done by your local institution office once you have completed the form yourself and handed it into them.**

### **Help**

We know understanding Extenuating Circumstances can be hard. If you need any help completing the form or you have questions about your supporting evidence, please contact your local institution admin office.

## **EXTENUATING CIRCUMSTANCES FORM – EC1**

### **Step 1. Personal Details**

Student Name

Student Number

Programme Title

Name of your local  
College/University

### **Step 2. Your circumstances and their impact (please use additional paper if necessary)**

**Please describe your extenuating circumstances.**

**Please describe how your ability to do the assessment(s) has been affected.**

**Step 3. Assessment Details**

**Please enter the details of the assessment(s) affected:**

- Please provide the module code, module name, type of assessment and date for each assessment you are applying for.
- **Please tick the box in the final column only if you have attempted the assessment, e.g., you attended the exam or handed in the assignment, otherwise leave it blank.**
- You may apply for between 1-6 assessments on this form, if more than 6 assessments have been affected please submit an additional form.

<b>Module Code</b>	<b>Module Name</b>	<b>Assessment Type</b>	<b>Assessment Date</b>	<b>Tick if attempted</b>

**Step 4. Declaration**

**1998 UK Data Protection Act, Consent to Process Personal Information**

I agree to the university processing my personal data as described below in accordance with the terms and conditions of the 1998 UK Data Protection Act. We will hold your data securely and not make it available to any third party unless permitted or required to do so by law. The requested information will be used as follows:

1. For the sole purpose of reviewing and processing your extenuating circumstances claim.
2. Will only be disclosed to designated staff and/or the members of the Extenuating Circumstances Panel who are responsible for consideration of requests.
3. The information supplied will be kept for a period of up to 4 years, after which date the info will be destroyed/deleted.
4. The information will be stored securely within a university SharePoint site with access privileges only given to designated staff.

**I declare that the information above is true, that any supporting evidence provided is genuine and that the university reserves the right to request to see a physical copy of any original supporting evidence and that failing to do so may impact on the review of my extenuating circumstance claim.**

**Please tick to confirm your consent and declaration**