

# Completing the extenuating circumstances form

Please ensure you complete all boxes relating to your course and year. When asked for your Home School/Department, it’s important you state the School/Department with whom you are registered for the course and not the School/Department running the module (if they are different).

Incomplete forms will not be considered.

## Section 1

Be clear why you are submitting a claim. You can tick more than one box, if needed.

## Section 2

Be very specific about the period during which your ability to study and / or take assessments has been affected. Your evidence will need to be for the same period. For example, if you go to your doctor after a period of illness, the information provided by your doctor will need to make it clear what impact that illness was having on you at the time of the period claimed.

## Section 3

Make sure you include details of all affected assessments. You may wish to take advice from someone before completing this section e.g. Personal Tutor, Welfare Officer. The dates in this section should be consistent with the dates reflected in [section 2](#_Section_2).

Make sure you delete all inapplicable options from the ‘Assessment affected’ column.

## Section 4

Evidence in support of your claim is critical. Make sure you read the [Guidance on Acceptable Circumstances and Evidence](http://www.nottingham.ac.uk/academicservices/currentstudents/extenuating-circumstances/guidance-on-acceptable-circumstances-and-evidence-ec-procedure.aspx) in full before submitting your claim.

What if you do not have your supporting evidence yet? Submit your EC claim form within the timeline, THEN submit your evidence to the Service Centre within 14 days of your assessment date. If your evidence is going to be delayed beyond 14 days, seek permission from the Service Centre for an extension to the deadline for evidence submission. Any extension of the deadline will be confirmed to you in writing and should not be considered approved until this is received.

If your case is highly sensitive and you are concerned about disclosing highly personal information, for example in the case of sexual assault or if you are giving evidence as part of an ongoing criminal investigation, we advise that you speak to your Personal Tutor, the Counselling Service or a Welfare Officer. These people may be able to make a supporting statement for you to include with your form, without you needing to submit the sensitive evidence.

## Section 5

It’s by no means mandatory for you to speak to someone before you submit a claim, but you are encouraged to speak to a member of staff for advice. This is because not all circumstances affecting study will need an EC claim. It’s also really important that you tell the University what is going on. The University can’t help or support you if it doesn’t know what problems you are experiencing. Remember, the University won’t consider the impact of circumstances later on if you raise them outside the timescales set out in the procedure without good reason for doing so.

If you’ve been speaking to someone about the circumstances affecting your study, it can be helpful for the Panel to know this. You don’t have to go and see one of the people mentioned on the form just to submit a claim. Please don’t make appointments with Welfare Officers etc simply so that you can include a name on your EC form.

## Section 6

This narrative is important. Remember, Panels will consider not only the circumstances cited, but the information you provide in support of your claim of impact. For example, if a close family member or friend is ill, explain how this has impacted on you. Understandably, you will be concerned or upset, but this in itself may not be grounds for a claim. You need to explain the practical impact of your situation on your ability study e.g. frequent trips to hospitals, having to take on carer duties for another family member, distress to the point that you are unable to study for a significant period of time. You’ll also need to be able to provide evidence in support of the narrative. If you’ve been speaking to a member of staff about these circumstances over a period of time, include details of these conversations and they may be able to provide a statement in support of your claim.

Please don’t assume the EC Board know you or know your circumstances - you have to tell them! EC claims are frequently held up while further details are sought or even rejected because students haven’t explained what happened and the impact.

## Section 7

It’s helpful if your School/Department knows what outcome you are seeking. In most instances, if your claim is approved, the likely course of action will be either to grant an extension to a deadline or a further assessment opportunity. The School/Department has the final decision as to what action is taken.

## Student signature and consent

Your claim will be considered by an Extenuating Circumstances Panel member or members. Your form and supporting evidence will be made available to those responsible for considering your claim.