

Extenuating Circumstances

There may be times when you are unable to meet the submission deadline for your work due to circumstances beyond your control e.g. personal illness or personal difficulties.

If you find yourself in such a position you can make a claim for extenuating circumstances.

You can access the extenuating circumstances form via the 'My Modules and Assessment' tab in your e:Vision Staffs Portal: https://evision.staffs.ac.uk/urd/sits.urd/run/siw_lgn

The Extenuating Circumstances on-line form is very self-explanatory and you can work through the form step by step.

You will need to provide relevant and independent evidence to support your claim i.e. Medical evidence. If you need further advice about evidence, a Student Guidance Advisor would be happy to discuss this with you.

There are 3 types of Extenuating Circumstances effects which you can choose from, these are detailed below. Where appropriate a student may request both late submission and mitigation for the same assessment(s).

Deferral	You are unable to attend, or submit for, a scheduled assessment of any sort
Late Submission	You request to submit an assessment within five working days after the deadline for submission
Mitigation	You consider that your performance in assessment has been unexpectedly and adversely affected

Any '**Late**' claim (L) would give you an extension of 5 working days (a working day is deemed to be Monday to Friday, excluding public holidays) maximum from your current deadline date. It doesn't cover you for the quality of the work, so if you completed the work and handed in within five working days, if the work then failed, you would then have a resit at the discretion of the Award Board (i.e. 2nd try which would be capped at 40% UG and 50% PG). This will only occur if a reassessment opportunity is available to the student.

The next effect is '**Mitigating**' (M) on its own which is when you hand-in on time but should it fail and the claim is upheld, you will be able to submit again at the earliest assessment opportunity as if for the first time - assuming this is your 1st attempt at the assessment. However if you work receives a pass mark or above, achieved in the element or overall in the module, you will not be able to repeat the assessment again in order to improve the mark. If it was a 2nd attempt the mark will be capped at 40% UG or 50% PG.

You can claim '**Late and Mitigating**' together by selecting 'L and M', this would enable you to hand-in up to 5 working days late (as previously mentioned above) AND does cover for the quality of the work, so if this failed, you would be given another assessment opportunity which would be as if for the 1st time again - assuming this is your 1st attempt at the assessment. If it was a 2nd attempt the mark will be capped at 40% UG or 50% PG.

If you think 5 working days would not be enough time for you to complete the work or you are unable to hand the work in on time, then you should claim for a 'deferred' effect (D). This means you are not submitting the work this time and would be granted your 1st try at the next, earliest assessment opportunity. This is more risky as if it is not upheld it would be recorded as a non-submission.

The deadline for the Extenuating Circumstances claim to be submitted is within 10 working days of the assessment submission deadline.

Here is the link to the Extenuating Circumstances Procedure if you need further information:
<http://www.staffs.ac.uk/legal/policies/extenuating-circumstances-regulations.jsp#sect 4>

We do hope this helps and if you have any further questions please do not hesitate to contact the Student Guidance Advisors through support@staffs.ac.uk or drop in to an Information Point to request a one to one meeting.

The Students Union Advice Centre and the Student Guidance Team have produced an Extenuating Jargon Buster which is available via our webpage: www.staffs.ac.uk/studentguidance

If you would like a Student Guidance Advisor to help you with your Extenuating Circumstances Claim, please ensure you have completed the following before your appointment:



Please make sure you have scanned your supporting evidence to your student email account; ready to be uploaded to the claim.



You need to write your supporting statement for your extenuating circumstances (describe what has happened and how this affected your assessments). The Student Guidance Advisor will be happy to check & read through your draft statement.