

**NOTIFICATION OF EXTENUATING CIRCUMSTANCES
SPRING/SUMMER 2020**

This form should be completed if you believe you have Extenuating Circumstances (ECs) that have adversely affected your academic performance during Spring/Summer 2020. The form has been amended to recognise the exceptional circumstances of the COVID-19 pandemic and the Emergency Assessment Arrangements put in place by the University.

It is **your** responsibility to complete the form as soon as possible and, where possible, submit it by the deadline advertised by your School or Department. You must make sure all the information that is available is included with this form, to ensure the EC Panel have all the available information to make a recommendation to the Board of Examiners.

If you are able to obtain accompanying evidence but cannot do so immediately, you should submit your evidence as soon as you are able to. If you are not able to provide accompanying evidence because of the pandemic situation, please indicate this in section X below.

Fill in Parts A-E, then return to the appropriate member(s) of staff within your School/Department. (The EC procedure is published in your student handbook and will include details of the designated staff member(s). If you are unsure of the appropriate person, please contact your School/Department for clarification).

Data Protection Please note that you should only submit data relating to living third parties if it is strictly necessary for the consideration of your case. Please don't include other people's data if it's not relevant to your case. If you are providing data relating to a living third party you will need to notify the person whose data you are providing that it has been sent to the University, so that they have opportunity to contact the University to object to their data being processed and held for the purposes of your EC application. If notifying the third party would be impossible or put you at risk then please let us know that you have not notified the third party and explain your reasons for us to consider.

PART A - To be completed by the student in all uses of this form:**1. Personal Details**

| | | | |
|--|-------------------------------|--------------------------------------|--------|
| Full Name | Zhangda Xu | | |
| Student ID No. | 2088192 | | |
| Programme | MSc Advanced Computer Science | | |
| Level of Study | 1 | Year of Study | 1 |
| Name of Personal Tutor/Supervisor | Phil Smith | | |
| University Email Address | zxx992@student.bham.ac.uk | | |
| Do you have a Reasonable Adjustment Plan (RAP)? | Yes | Does your RAP cover your ECs? | Unsure |

PART B - Description of circumstances**1. Extenuating circumstances**

Please provide details of the circumstances that you believe have impacted your academic ability. Provide as much information as possible to ensure the EC Panel have enough details to make an informed decision.

As indicated in my last application for extension, I have been suffering from allergic rhinitis and asthma and had one week of treatment (intravenous infusion). As the form is being filled, my condition went worse and another session of treatment started. The doctor diagnosed that the illness is caused by a strong allergen in the air or stress. He suggested inpatient observation because it had triggered my chronic bronchitis. I just can't sleep because of these. It is hard to explain how bad I was affected, but there's just no energy really. I am finishing my submission on the sofa with dictation input, some of which are actually quite efficient. I really wish to push it to a finish on my good condition.

| | |
|---------------------------------|-------------------|
| Date(s) of circumstance: | 05/09/2020 |
|---------------------------------|-------------------|

| | |
|--------------------------------|----------------|
| Length of circumstance: | 3 weeks |
|--------------------------------|----------------|

2. Work¹ affected

Please provide details of the module(s) and the type of teaching and learning activities (e.g. lectures, tutorials, labs, independent study) affected, together with the details of the assessment(s), including the date of the assessment, which has been affected by your extenuating circumstances. If you require extra space, please attach a separate sheet of paper.

| Module code | Module Title | Type of teaching and assessment missed/affected (e.g. lecture, tutorial, examination, fieldwork) ² | Date(s) affected |
|--------------------|---------------------|--|--|
| 06-02637 | MSc Projects | Main submission | 05/09/2020-12/09/2020, 20/09/2020-25/09/2020 |
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| | | | |

3. Impact

¹ "Work" encompasses any teaching and learning activities, preparation for an assessment and undertaking the assessment itself.

² If you were working as part of a group, make sure you state that in this section.

Please indicate below (by ticking the appropriate boxes) the effect on your ability to study:

Prevented from studying at home during the period indicated ☒

Prevented from attending teaching sessions during the period indicated ☐

Exam performance would have been significantly impaired during the period indicated ☐

Illness caused you to leave the examination ☐

Capacity for learning would have been significantly impaired during the period indicated ☒

Prevented from attending the examination/assessment ☐

Cannot complete the exam and therefore require an alternative assessment³ ☐

Prevented from completing the assessment in time and therefore require an extension⁴ ☐

Not available to sit the assessment, therefore a deferral is required⁵ ☐

PART C - Supporting Evidence

Please list below any supporting evidence you are submitting with this form (add more rows were required).⁶

| <i>Evidence (e.g. Medical Certificate)</i> | <i>If not included, Date to be expected</i> |
|--|---|
| <i>First diagnosis</i> | |
| <i>Most recent diagnosis</i> | <i>To be stamped, 25/09</i> |
| <i>Printed medical certificate form</i> | <i>To be filled by doctor, 25/09</i> |
| | |

³ This is only available for instances where your disability prevents you from completing a specific form of assessment. You should seek advice from Student Support regarding this option. Details on this process can be found in section 4.1.15 of [Code of Practice on Taught Programme and Module Assessment and Feedback](#).

⁴ Details on this process can be found in section 4.2.2 of [Code of Practice on Taught Programme and Module Assessment and Feedback](#).

⁵ Details on the process can be found in section 4.1.16 of [Code of Practice on Taught Programme and Module Assessment and Feedback](#) and Guidance for Students on Examination Deferrals.

⁶ Please refer to the Guidance for Students on Extenuating Circumstances for information regarding the evidence required to support EC claims.

If you are unable to provide any evidence because of the COVID-19 situation, please tick here and provide a brief explanatory sentence below: ☐

PART D - Outcome

Please indicate what you'd like the outcome of your EC submission to be, using the table below. There is no guarantee that this will be the outcome reached by the Panel, but it will indicate what you would like to happen, should your ECs be accepted.

| Possible Outcome | What this means | Tick |
|--|---|-------------|
| Allow further sit/submit opportunity | You will have another attempt at the assessment and the mark achieved will not be capped at the pass mark. Should you fail the additional attempt, you will be able to reattempt the assessment, following the usual University legislation. The mark from the additional attempt will replace any mark that was affected by your ECs | |
| Allow further re-sit/re-submit opportunity | You will have another attempt at the assessment but this mark will be capped at the pass mark. Should you fail the assessment, you will not be able to reattempt it again. | |
| Waive late penalties | Any penalties applied to your work for being handed in late will be removed If the assessment was a resit, then your mark will still be capped at the pass mark. If the total mark received after the penalties have been removed is below the pass mark, you will fail the assessment. | √ |
| Repeat the year in full (internal candidate) | You will need to attempt the year again, but your marks may not be capped. Your original marks will be replaced by your repeat year marks.* Should you fail any of the assessments, you will be able to have another attempt at these (if they were first sits). You will be expected to attend teaching sessions. You may incur additional fees for this year (for example, an | |

| | | |
|--|---|---|
| | additional year of tuition fees). | |
| Repeat the year in full (external candidate) | <p>You will need to attempt the year again and your marks may be capped at the pass mark.</p> <p>Your original marks will be replaced by your re-sit year marks, unless you passed the original assessment.*</p> <p>Should you fail any of your assessments, you may not have another attempt at these (if they were resits).</p> <p>You may be expected to attend teaching sessions (for continuous assessment).</p> <p>You may incur additional fees for this year (dependent on whether you have any internal sits/resits)</p> | |
| Proceed with low credit | <p>You have to pass 100-credits to move to the next level of your degree. You will still need 100-credits as a minimum, but you could move to the next stage with a failed mark.</p> <p>This may become an issue if you fail any other modules later in your studies. You should speak with your Personal Tutor to discuss how this might impact on your studies.</p> | |
| ECs carried forward | Your circumstances will be considered when a Board of Examiners is discussing your degree classification at the end of your studies. | ✓ |
| Award Notwithstanding Regulations | <p>This option may not be available if you are studying for a professional certificate or a body outside of the University accredits your programme. You should check with your Personal Tutor before requesting this option.</p> <p>You may receive a qualification or higher degree classification, if you have failed to pass the requirements but have ECs.</p> | |

***Please note that the decision to allow a resit of the year due to COVID-19 related issues will be taken by the PVC or their nominee**

PART E - Declaration

Please confirm both of the following statements:

☒ I confirm that I have read the guidance accompanying this form and the relevant sections of the University's legislation.

☒ I confirm that the information I have given is true and accurate to the best of my knowledge.

By signing this form [typed, if completed electronically] you acknowledge that the above statements are truthful. If the statement is false this will be considered a disciplinary matter and will be investigated accordingly.

Student signature: _____ZHANGDA XU_____

Date: _____22/09/2020_____

Your information will be held by the University under the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) as it applies in the UK. The outcome of your EC claim may be shared with Services within the University for the following purposes:

Data management;
Support (including Wellbeing and Counselling);
Determining whether you are eligible for financial support.

The details of your EC claim (including the evidence submitted) will NOT be shared with anyone other than the EC Panel.

For office use only:

Date received:

EC Panel date:

Outcome:

Outcome communicated with student: