|  |  |
| --- | --- |
| **logo** | **Application Form for Requesting an Extension or Reporting Extenuating Circumstances** |
| **Part 1: Guidance notes - When to use this form**  The University recognises that, as a student, you may occasionally experience personal circumstances, such as illness, bereavement, etc., which can seriously disrupt your ability to study and/or affect your performance in an Assessment or Examination. We refer to these as ***Extenuating Circumstances***.  **The University defines Extenuating Circumstances as those circumstances which:**   * have prevented you from performing at your usual level in an Assessment or Examination; ***and*** * are severe and exceptional; ***and*** * are unforeseen or unavoidable; ***and*** * are close in time to the affected Assessment or Examination.   **The University has a number of options to support students who are experiencing Extenuating Circumstances and this form can be used for both the following purposes:**   1. **Application for an Extension** – if you are not able to meet a set deadline for an individual Assessment because of your Extenuating Circumstances. Applications for extensions need to be made to your **School** in advance of the scheduled submission date by completing this form. 2. **Reporting of Extenuating Circumstances to the Examining Board** – if you believe that your performance in an Assessment has been affected adversely by your Extenuating Circumstances, and no other adjustments have been made (e.g. an extension), it is important that you make this known **as soon as the circumstances arise, and, where possible, before the Assessment task**. If, for any reason, you do not report your circumstances at the time they happen, make sure that you report them by the **deadline provided by your School in your Programme Handbook and BEFORE your Examining Board meets**.   All applications for an extension or reporting of Extenuating Circumstances to an Examining Board **must be made in writing using this form** and **supported by written evidence** (*such evidence may include: medical/health certificate which confirms illness for a defined period; a photocopy of a death certificate; letter of support/explanation from a support service at the University (for instance, a statement from the Disability and Dyslexia Service, Counselling or Student Support where the student is already receiving support from that service).*  [http://learning.cf.ac.uk/themes/Assessment/extcircs/](http://learning.cf.ac.uk/themes/assessment/extcircs/" \t "_blank) provides further guidance on reporting extenuating circumstances and required documentary evidence.  **Independent advice is available from the Students’ Union Advice and Representation Centre, located on the 3rd floor of the Students’ Union telephone number 029 2078 1410 or email** [advice@Cardiff.ac.uk](mailto:advice@Cardiff.ac.uk).  **Academic Appeals**  Late reporting of Extenuating Circumstances can only be considered under the Verification and Appeals Procedure following the decision of an Examining Board. The Procedure allows students to raise extenuating circumstances, which were not known to the Examining Board, at the time of the original decision. However, you must show good reason why you did not report such circumstances at the correct time, and show that they have had an adverse effect on your academic performance. You should be aware that the Verification and Appeals Procedure is not intended to provide an emergency remedy and it may take several months to consider an appeal, which may result in a delay in your progression on the programme. **It is therefore important that you notify your School of any Extenuating Circumstances promptly for consideration prior to the Examining Board.** Information on academic appeals is available from [www.cardiff.ac.uk/regis/sfs/exams/verification/index.html](http://www.cardiff.ac.uk/regis/sfs/exams/verification/index.html). | |

**Part 2: Your Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | Vincent Knight | **Student Number:** | Staff |
| **Programme:** | CUROP | **Year of study:** | 2012 |
| **Email address:** | [knightva@cf.ac.uk](mailto:knightva@cf.ac.uk) | **Telephone Number:** | 07878174632 |

**Part 3: Please indicate the action you would like your School to take in considering your Extenuating Circumstances** (*please put an X in all boxes that apply*):

|  |  |
| --- | --- |
|  | Application for an Extension for a piece of assessed work. |
|  | Reporting your Extenuating Circumstances to the Examining Board for consideration. |

**Part 4: Details of the Extenuating Circumstances**

|  |
| --- |
| 1. **Please provide full details of the extenuating circumstances and how the circumstances have affected your academic performance.** |
| **I am taking annual leave on the week of the 29th of October and as such won’t be working during the week prior the deadling for submission of the 1st PCUTL portfolio. I plan to submit my portfolio on the 26th of October but would appreciate an extension till the 9th of November just in case.** |
| *(please continue on a separate sheet of paper if required)* |

|  |  |
| --- | --- |
| 1. **Please list the evidence you have attached to this form to verify the extenuating circumstances reported.** | |
| **Document Type** | **Document Dated** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Please specify all modules / units affected by your Extenuating Circumstances and details of relevant Assessments.** | | | | |
| **Module / Unit Code** | **Module / Unit Title** | **Type of Assessment** | **Submission Date or  Date of Examination** | **Absent / Present** |
|  |  |  |  |  |
| **PCUTL** |  | **Portfolio** | **2nd Novermber 2012** |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Please state the dates which have been affected by these circumstances. These should be confirmed by supporting evidence.** | | | |
| **From:** |  | **To:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Part 5: Declaration**  *I accept that I must submit my information and evidence prior to the Assessment or the Examining Board. I understand the requirement to provide evidence of my circumstances and I accept that my request may not be considered in the absence of appropriate evidence. I declare that the information I have given is factually correct and complete, and I agree that it may be disclosed to appropriate University staff including my Personal Tutor(s) and authorised members of the Examining Board / Extenuating Circumstances Sub-Group to allow formal consideration of the impact of the circumstances on my academic performance. I acknowledge that submission of this form is not a guarantee that the Board will grant me an extension and/or that extenuating circumstances will be accepted as having impacted on my academic performance.* | | | |
| **Signature:** | **Vincent Knight** | **Date:** | **13/10/2012** |
| Forms submitted by post or in person must be signed by you to acknowledge the above declaration. Forms submitted via your University or registered email accounts do not need to be signed, but by submitting the form you are accepting the above declaration. | | | |

**Office Use only**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date Received** |  | **Supporting evidence** | | Y/N |
| If no, student to be requested to provide the expected date of when written evidence will be available. | | | | |
| **Evidence Submitted** | Y/N | **Date Received** |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Module Unit/Title code** | **Assessment Type** | **Submission Date or Date of Assessment** | **Decision by Chair of Examining Board (including new submission date)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**extension granted as indicated above**

**to be considered by Extenuating Circumstances Sub-Group**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  | **Application copied to:**  Year Tutor  Ext Circ file | **Decision copied to:**  Module Leader  Personal Tutor  Student  Ext Circ file |
| **Signature of Chair of Examining Board (or nominee)** |  | **Date** |

**Part 6: Methods of Submission**

**In person** if you hand the completed form into the School Office in person you should complete ***Part 7*** below and request the School Office stamp the relevant section to confirm receipt of your form (*you should retain a copy for your records*).

**If posting** the form should be sent by recorded post and you should keep a copy of the form, evidence and receipt of postage for your records.

**Via email** forms will only be accepted from a Cardiff University student email account or your personal email account which is registered on your SIMS Record (if sent from a registered email the form does not need to be signed). Forms submitted from other email accounts must show a signed form which has been scanned.

**Part 7: Receipt**

***Please complete the student information section of the receipt prior to submission of the form.***

|  |  |  |
| --- | --- | --- |
| **Receipt for submission of Extenuating Circumstances Form:** | | |
| **Students Name:** |  | **School Stamp** |
| **Student Number:** |  |
| **Date Submitted:** |  |
| **Received by Name** |  |
| **Signature** |  |
|  | | |