



Application for Extenuating Circumstances for Higher Education Courses - Truro and Penwith

If you need help with completing this form please contact hestudentsupport@truro-penwith.ac.uk

All correspondence will be made to your Truro and Penwith College student email address.

Section 1 of 2 - You must answer all questions in both sections

IMPORTANT NOTICE:

We are experiencing high volumes of emails and extenuating circumstances claims, therefore your reply may be delayed.

If you have submitted a claim for **extenuating circumstances** please be assured it will be processed in due course, and in the meantime please work towards a **10 working day deadline (excluding Saturday and Sunday)**, if you have requested one. If you have applied for Non-Submission or Non-Attendance of an OTCA then this will be processed in due course.

For assessments at the end of the year:

The Extenuating Circumstances Board closes on the last day of HE term, Friday 11th June 2021 and all assessed work, including those with EC's, must be submitted by this date. We will be unable to award an extension past the 11th June when the original deadline falls within 10 days of the end of term.

This form has Two Sections. You must answer all questions marked with an asterix (*) in each section before moving on. Allow at least 30 minutes to complete this online form.

Extenuating circumstances are circumstances which:

- Affect your ability to attend or complete an assessment or a number of assessments
- Are exceptional
- Are outside of your control
- Occurred during or shortly before the assessment in question.

Due to COVID-19, we have temporarily removed the requirement to provide corroborating evidence to support your application, however your circumstances must still be considered valid in the policy and guidelines. The College follow policies and guidelines set by the University of Plymouth for all students on courses award by Plymouth and Pearson. For more information and guidance notes, including examples of circumstances which might and might not normally be considered valid can be found at this link:

<https://www.plymouth.ac.uk/student-life/your-studies/essential-information/exams/exam-rules-and-regulations/extenuating-circumstances>

Making an application:

We can accept one request per form. Complete a separate form for each missed assignment. Listing multiple deadlines on one form will invalidate all claims.

Please have all necessary information to hand before starting the online form including assignment details (module code and module deadline), the correct original hand-in date, and your description of circumstances.

Any decision regarding your application will not be immediate and claims may not be considered until after the submission deadline. The College informs all students of the outcome of their claim via their student email account, and that further details may be requested whenever the College deems it necessary.

Continue to work on your assignment whilst waiting to hear and always submit within the deadline you have requested even if you have not had a response from us. You must make all claims within 10 days of the original deadline date, this includes claims for non-submission.

Should you fail to meet any validated extension due to extenuating circumstances, you must apply again for further extenuating circumstances. It is important that you keep track of your own claims and it is your own responsibility to make sure that you have made a claim, and that the information you provide is honest and accurate to the best of your knowledge.

If you have any questions or need help with completing this form please contact hestudentsupport@truro-penwith.ac.uk

All correspondence will be made to your Truro and Penwith College student email address.

Answer all questions below then press 'Next' for Section 2.

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Truro and Penwith College Student Number: *

Do not include the letters in your student email address, numbers only required

81419

2

Your Full Name: *

Kenneth Hill

3

Campus: *

Truro College



4

Higher Education Course: *

Level 4, 5 and 6 Plymouth and Pearson courses only.

If your course is not listed below, please speak to your tutor about making an extension request.

FdSc Computer Technology, Year 1



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Details of Assessment Affected -

ONE ONLY PER FORM - **Listing multiple deadlines will invalidate all claims.**

Assessment Type: *

- ☒ Coursework
- ☐ Presentation
- ☐ Practical skills assessment
- ☐ Exam (OTCA) / In-Class Test **(Non-Submission Only)**
- ☐ Seminar **(Non-Submission Only)**
- ☐ Other

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Module Code: *

TRUR1106

7

Module Title: *

Client Server Scripting

8

Original Deadline Date:

Please do NOT list any revised deadlines that may have already been awarded

*

Use DD,mm,yyyy format

19,08,2021

9

Is this group work? *

☒ No

☐ Yes

10

Module Leaders Name: *

Clint Washington

11

Have you previously had an extension validated for this piece of work? *

☒ None

☐ Yes - maximum 10 day extension from original deadline

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Select the type of request you would like to make.

1. Extension of 10 working days from the original deadline date:

This time frame means that you consider yourself 'fit-to-sit' and complete assessments within ten working days of the original deadline. You must state what your EC's are, as well as describing the circumstances. We will ask you to tell us, in your claim, how they have impacted your ability to attend and complete assessments.

We are unable to consider extensions for Exams and In-class Tests - including Online Time Constrained Assessments (OTCAs). You must apply for Non-Submission.

2. Non-Submission of work to be considered at the Summer Award Board

Non-Submission means you do not submit your work at this time and a zero mark will initially be included in your profile. Your EC is forwarded to the Award Assessment Board who will decide on what action to take for reassessment in the summer period.

The maximum possible extension is 10 working days from the original deadline. After that you must apply for Non-Submission.

Click 'Next' for Section 2. *

- ☒ Extension of 10 working days from the original deadline date
- ☐ Non-Submission of work to be considered at the Summer Award Board
- ☐ Non-Submission of an Exam/OTCA/In-Class Test to be considered at the Summer Award Board

Section 2 - Description of Circumstances

In your claim, we ask that you describe what your extenuating circumstances are and how they have impacted your ability to attend and complete assessments.

Examples of circumstances which might and might not normally be considered valid can be found at this link: <https://www.plymouth.ac.uk/student-life/your-studies/essential-information/exams/exam-rules-and-regulations/extenuating-circumstances>

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Description of Circumstances *

Please be as detailed as possible with your description of circumstances, answers such as 'felt unwell', 'stressed' or 'sick' will be invalidated. It is important that you fill in the form accurately and completely – we can take your circumstances into account only if you give us the right information, including the dates that the circumstances occurred.

My sister was placed to live with us by social services and have had meeting after meeting with social services, as we were fostering. This has now stopped as she is no longer living with us. I also have had my tooth and my wisdom tooth out recently under general anaesthetic, this had been cancelled 3 times. I finally had it out on 4th August.

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On what date did these circumstances arise? *

Remember that circumstances must have occurred during or shortly before the assessment in question.

Use DD,mm,yyyy format

29,05,2021

15

Please provide information as to how these circumstances have impacted your ability to attend and complete this assessment? *

I have not had the physical time running around after my sister and social services to do anything for my coursework. My tooth has impacted by making me a bit drowsy, it is still hurting now but is a bit more bearable. So I have not been able to do much for my coursework from falling asleep.

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Expected end date of circumstances:

Use DD,mm,yyyy format or 'Ongoing' if an end date is not known

12,08,2021

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Have you discussed your recent circumstances with a member of staff at the College? *

☒ Yes

☐ No

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Name of the Staff Member(s) Informed:

If you have not discussed this with staff yet or do not wish to include their name then please leave this question blank. It is better to speak to a tutor before submitting a claim if possible, but if you are unable to, please don't delay submitting your claim by the deadline.

Anna Wright

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IMPORTANT NOTICE:

We are experiencing high volumes extenuating circumstances claims, therefore your reply may be delayed.

If you have submitted a claim for **extenuating circumstances** please be assured it will be processed in due course, and in the meantime please work towards a **10 working day deadline (excluding Saturday and Sunday)**, if you have requested one. If you have applied for Non-Submission or Non-Attendance of an OTCA then this will be processed in due course.

The Extenuating Circumstances Board closes on the last day of term, Friday 11th June 2021. All assessed work, including those with EC's, must be submitted by 3pm on Friday 11th June 2021. Where the original deadline falls within 10 days of this date, the College will be unable to award the full

claims within 10 days of this date, the College will be unable to award the full extension past the 11th June.

Declaration:

I confirm that all information completed on this form is honest and accurate to the best of my knowledge. I confirm that I have read and understood the extenuating circumstances guidance notes at this link:

<https://www.plymouth.ac.uk/student-life/your-studies/essential-information/exams/exam-rules-and-regulations/extenuating-circumstances>

If I miss any deadline, I am aware that I must complete a new form to claim for further extenuating circumstances for that piece of work.

I understand that the College will refer me to the Study and Wellbeing Review Procedure if I submit three extenuating circumstances claims in a six-month period, or if the number or pattern of my extenuating circumstances claims causes concern at any time.

I understand that any decision regarding my application will not be immediate and claims may not be considered until after the submission deadline. I understand that the College informs all students of the outcome of their claim via their student email account, and that further details may be requested whenever the College deems it necessary.

I understand that the College will hold the information provided on this form in a secure location for monitoring purposes and stored in the College's central student record system for a specified period. Any reporting will use anonymous data.

Print name below *

PRINT YOUR FULL NAME IN THE BOX BELOW

Kenneth Hill

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