

Student and Applicant Services

**Extenuating Circumstances Form (ECF) 2015/16**

Students should submit an ECF if they feel that personal, medical, or family problems outside their control have negatively affected, or will affect, their ability to complete coursework, to attend classes, or to prepare for and/or sit their exams.

Students can read more about the policy and procedures at: [**www.reading.ac.uk/std-serv-extenuating-circumstances.aspx**](http://www.reading.ac.uk/std-serv-extenuating-circumstances.aspx)or contact the following for advice and help in completing the form:

Your Personal Tutor or the Senior Tutor of your School

The Advice Service at RUSU ([**advice@rusu.co.uk**](mailto:advice@rusu.co.uk)) or 0118 378 4100

Student Services in the Carrington Building ([**studentadvisory@reading.ac.uk**](mailto:studentadvisory@reading.ac.uk)) or 0118 378 5555

For students on Greenlands-based programmes only - The Greenlands Examinations and Assessment Manager ([**trudy.shore@henley.ac.uk**](mailto:trudy.shore@henley.ac.uk)) or 01491 418728

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| **Step 1 – Personal Details** | | |
| **Name: Tom Bedford** | | **Student No: 21009807** |
| **University email address: xw009807@reading.ac.uk** | | **Date of birth: 19/02/1986** |
| **Degree Programme: BSc Computer Science with Industrial Year** | | **Part 1/2/3/4/Postgraduate** |
| **School: Systems Engineering** | **Personal Tutor: Simon Sheratt** | |

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| **Step 2 – Specify the period of time when your work has been affected by your circumstances** | |
| **From: 22/01/2016, 9:30 am** | **To: 22/01/2016, 9:30am** |

**Please note, if your situation is ongoing, you will need to submit a separate ECF along with fresh evidence for any future exams/ assessments you may take.**

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| **Step 3– Student Consent to the University of Reading** | |
| The information which I have provided regarding my extenuating circumstances is correct and complete to the best of my knowledge. I give my consent for this information to be disclosed to the relevant Examiners and officers of the University who are responsible for considering my case. I also understand that this claim for extenuating circumstances will be kept on my University record and may be referred to at any subsequent examiners’ meetings.  **Note that fraudulent claims for extenuating circumstances are taken extremely seriously by the University and could result in your removal from the University.** | |
| Signature of Student: Tom Bedford | Date: 26/01/2016 |

In accordance with the Data Protection Act of 1998, the University is unable to consider a case unless you the student has actually given consent by signing and dating the form. If you are emailing this form, then it **must be** sent from your University student email account.

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**Faculty decision -**

**Signature and date**

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| **Step 4 – Assessed Work / End of Part/Year Examinations**  ***\* Students who request extensions beyond their University end date will require consent at Faculty level*** | | | | |
| **List all modules you consider affected by your Extenuating Circumstances.** | | | | |
| **Module Code** | **List Work Affected**  *Written assignment, Attendance at lectures, seminars, and/or tutorials, Project Work, Practical, Laboratory test, Course test, Field work, Group work, Presentation, Workshop, dissertations\* and* ***Exams*** | ***Name of***  ***Module Convenor*** | **Date(s)** *of practical, test, seminar,* ***Exams*** *etc Assessment, dissertation, project deadlines* | **What Outcome/s do you want?**  *Extension granted, removal of late penalty, authorised absence, alternative assessment type set, calculation of module mark by other means*  *DNS, Repeat Year, Extension beyond Registration* |
| SE3SL11 | Reflective Writing Assignment | Pat Parslow | 22/01/2016 10:30 | Removal of late penalty |
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**Extra marks cannot be awarded to compensate for extenuating circumstances.**  Students must still satisfy the progression requirements of each Part of their degree programme. Decisions in relation to Extenuating Circumstances are the responsibility of the relevant body and are taken in accordance with the policy on and procedures relating to Extenuating Circumstances.

**The following outcomes that you can request are:**

* **Extension granted** – a new deadline for the work to be completed.
* **Removal of late penalty** – the penalty for late submission of assessments may be removed.
* **Authorised absence** – Absence from compulsory lectures, labs, seminars, workshops, group work or tutorials.
* **Alternative assessment type set** – an alternative piece of work will be set by the School.
* **Calculation of module mark by other means** – a piece of work can be set aside by the School and the module mark will be calculated on the remaining work – this does not however apply to group work. There are also restrictions as to the percentage of the overall mark which the work carries.
* **Extension beyond registration –** a new deadline for work to be completed going beyond a student’s official registration period at the University.
* **DNS** –‘Deemed Not to have Sat’ means that a student is permitted a further attempt at an assessment or an end of Part examination as if for the first time. The original mark for the assessment/examination will not be retained and the subsequent mark achieved in the next assessment or examination period will be the final mark for the examination. Students can only be granted DNS in an individual module on two occasions per part of study. Students are not required to take up a DNS and if they choose not to, the original mark will stand and no further consideration of their case will be conducted**.** Students need to be aware that if they are granted a DNS for exams taken in August, they will be **suspended\*** until the next examination period in May the following year.
* **Repeat Year –** an opportunity to study the same Part again. Students must demonstrate their extenuating circumstances have been extreme and have severely affected their ability to study for the year gone by.

**Suspension (exams only\*) and Repeat Years** – students need to be aware there are financial implications. Access to University services may also be affected for students who are suspended. The Home Office will be informed of any students on Tier 4 visas who have been suspended as this could affect their right to stay in the UK. Students will not be able to continue living in University accommodation during suspension.

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| **Step 5 –Your Extenuating Circumstance/s** | | |
| Please explain what has happened to you and when.  Around 9:45 in morning of the assignment submission deadline 22/01/2016 I attempted to upload and submit my reflective writing assignment via my laptop. Whilst uploading the document the browser became unresponsive for a few minutes and did not show the submission had completed or the document uploaded. I then closed my browser, logged back into blackboard and attempted to upload my document again. On the second attempt the document uploaded successfully and submission completed correctly but didn’t display a preview. I believed at this point my submission had completed but just couldn’t see a preview of it as it displayed the attached file and submission complete.  Later that day, 6 hours after the deadline, the module supervisor Pat Parslow contacted me via email to notify me that I had submitted a blank document which was quite concerning. I attached my document to a return email to Pat explaining what had happened. I then logged onto blackboard and resubmitted my report. Pat has told me that the late penalty is out of his control but suggested I file an ECF to support my appeal, so here I write to you to appeal this penalty.  Below I have provided a screenshot **Figure 1** of the last modification date of my document which was the 21/01/2016 11:34pm, the night before the submission deadline. I had finished the assignment that evening before and was on campus early the next morning so that I could check over my work and make any last minute changes. This was a technical issue with the submission of my assignment and I kindly ask that this be taken into account. If there was any doubt that my submission had not completed successfully I would have submitted a paper copy of my assignment and notified the school office immediately. As I stated earlier the first submission did not display a preview like the second submission **Figure 2**.  **Figure 1**  **C:\Users\Tommy\AppData\Local\Microsoft\Windows\INetCache\Content.Word\image.png**  **Figure 2**  **C:\Users\user\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Screenshot_2016-01-25-13-12-58.png** | | |
| **Step 6 – How have your circumstances affected your work/exams?** | | |
| It will reduce my reflective report grade and its hard work by 10% lowering my overall grade. | | |
| **Step 7 – Your Supporting Evidence** | | |
| It is your responsibility to submit evidence to support your claim **as soon as possible** to avoid delays in decision-making. Evidence is normally expected to be submitted within 5 working days of submitting the ECF. If you think you may require longer than this, please contact your School Senior Tutor urgently or seek further advice from the sources listed on the first page.  **It is important that the evidence you supply not only supports the dates you declared in Steps 2 and 4, but is relevant to the extenuating circumstances you describe in Steps 5 and 6.**  Please tick the type of evidence you have submitted:   * Medical Confirmation Form/ Doctor’s letter: * Evidence from an external counsellor or other mental health professional: * Supporting letter from other professional you consulted about your issue: * Death Certificate: * Police Crime Number:   Other (please give details):   * Time stamp of the last modification date of the document. * Screen capture of second submission (Post deadline) | | |
| Supporting evidence submitted? **Yes** | Student must confirm when evidence will be submitted: | |
| **Step 8 – If you are a current client with the University Counselling & Wellbeing and/or the Disability Advisory Service - you will need to sign below for the service to disclose information**  A time delay will occur while the School requests and receives information from Counselling & Wellbeing and/or Disability Advisory Service | | |
| ***I request that the University Counselling &Wellbeing and/or Disability Advisory Service disclose information from my confidential records which is relevant to the present request both to the relevant officers of the University and to the relevant Examiners.*** | | |
| Signature of Student: | | Date: |
| Counsellor’s name: | | |
| Date(s) of consultation(s): | | |

**Step 9 - Student to hand form into the School Office with supporting evidence.** You need to ensure that page 4 is included when submitting to the School Office. The School Office will acknowledge receipt of ECF once received. Students in the Henley Business School based at Whiteknights should hand this form to the relevant Programme Administrator.

**Extenuating Circumstances Form (School only)**

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| **Step 10 – School Request to Counselling and Wellbeing and/or Disability Advisory Service**  **To be completed by the Senior Tutor or other nominated member of academic staff.** | | |
| ***I request that a representative of Counselling and Wellbeing and/or Disability Advisory Service countersign this form.*** | | |
| Print Name: | Date (sent to Counselling and Wellbeing): | |
| Signature: |
| **Step 11 – Counselling and Wellbeing and/or Disability Advisory Service Response** | | |
| *I confirm that there is no significant disparity between the student’s account of his/her problem provided above and his/her counselling record.* | | Yes/No |
| **Comment from Counsellor and/or Advisor** (please provide some comment on the **likely impact** of the student’s circumstances on his/her studies. | | |
| Print Name: | | |
| Signature: | | Date: |

**Step 12 – Form to be returned to School Office**

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| **Step 13 – For Use by School - please indicate below action to be taken** | | | | |
| Authorised absence Extension/s granted – deadline/s agreed  Calculation of module mark by other means Set alternative assessment  Removal of late penalty Refer to Faculty | | | | |
| **Additional Information** (plus recommendation to Faculty if required) | | | | |
| **What support services were discussed with the student?** | | | | |
| Study Advice | Counselling & Wellbeing | Disability Advisory Service | | The Advice Team, RUSU |
| Peer Support | The Student Advisory | **Other** | | |
| Job Title: | | | Student Notified? Yes / No | |
| Print Name: | | | Relevant Staff notified Yes / No | |
| Signature: | | | Date: | |