

Regent College London

Extenuating Circumstances Form (ECF)

Confidential

This form must be completed and submitted with supporting third party evidence before any request for coursework extension and/or deferral of coursework or examination can be considered. You should hand all paperwork to your Cohort or Unit/Module Leader.

Please read very carefully the document *Extenuating Circumstances - Requests for Extensions and Deferral of Assessment: A Guide for Students* before completing and submitting the Extenuating Circumstances Form and supporting evidence.

Name:	Student ID
Course of study:	Date started
e-mail address:	Date of birth

The information that I have provided is correct and complete to the best of my knowledge. I give consent for this information to be disclosed to the relevant staff at Regent College London who are responsible for considering extenuating circumstances. I also understand that this claim for extenuating circumstances will be kept on my student record at the College and may be referred to at subsequent Assessment Board meetings.

Note that fraudulent claims for extenuating circumstances are taken extremely seriously by Regent College London and could result in disciplinary proceedings be taken.

Signature of student

Date

1. Specify the overall period of time when your work has been or will be affected by your extenuating circumstances (date: day, month and year)

From

To

2. Complete the table below

Unit/Module Code and Name	Assessed work affected	Staff Name	Date of coursework deadline	Requested action: Extension or Deferral

3. Describe your extenuating circumstances – the nature of your problem and how it has or will affect your work.

4. Type of supporting evidence – please list, describe and attach supporting evidence to this form.

It is important that you submit this form to your Unit/Module or Cohort Leader no later than the relevant deadline for submission of the assessed work. Forms submitted late are unlikely to be accepted unless extreme circumstances prevent submission. You can submit the completed form electronically to your Unit/Module or Cohort Leader or place it in a sealed envelope clearly marked *Extenuating Circumstances Form – Confidential* together with your name, programme of study.

Please read carefully the document titled *Extenuating Circumstances – Requests for Extensions and Deferral of Assessment: A Guide for Students*. Available on the website and your Student Handbook.

For use by Regent College London staff only

Date ECF received	Supporting evidence	yes/no
Action taken/comments		
Decision about request for extension or deferral		
Student notified	yes/no	Relevant staff notified
		yes/no
Signature	Date	

<i>Author</i>	<i>Head of Standards & Quality Enhancement</i>
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