

Students who suffer from personal problems usually fill out the Extenuating Circumstances Form (ECF) which then allows the examination board (the scrutiny committee) to consider their problems. The process usually begins with the student submitting the form and being reviewed. In situations where there is not enough evidence, the committee asks the student to provide more evidence and then processes the information accordingly, for example the committee may ask the student to present a death certificate. The form at this point has detailed information about the personal problem but from here on, only the general problem (without including details of the specific problem the student is facing) is taken ahead to the other departments and also added to the Students Record to allow leniency in terms of examinations and other assignments. Information regarding the ECFs can be found on the University Of Sheffield's page.[?]