



UNIVERSITY OF
LINCOLN

Extenuating Circumstances

(Circumstances that may have adversely affected your Performance in all types of Assessment)

Please note that the academic calendar does not allow for students whose results are considered after the main June Exam Boards to go to Graduation in September, regardless of Extenuating Circumstances.

1) When to submit an application

- a) if you believe that your performance in assessment has been adversely affected by unforeseen circumstances beyond your control (see the Assessments Portal page for further information and examples of evidence and Frequently Asked Questions <http://portal.lincoln.ac.uk>);
- b) when an extension to a submission date would not be sufficient (if you require an extension, you should contact your course tutor in the first instance).
- a) **Note: The Extenuating Circumstances Panel does NOT grant extensions or review grades** - the Board of Examiners ultimately decides on the final impact on assessment outcomes of a successful application – not the Extenuating Circumstances Panel.

2) How to apply

- a) fully complete and **sign** the attached form; - incomplete forms may be returned
 - b) include **all** affected module information, including correct code, assessment item and relevant /date(s);
 - c) attach **independent** supporting evidence which corroborates the circumstances that have affected your performance in assessment for the period of your assessment item – **It is the responsibility of the applicant to provide this evidence; You are evidencing that your circumstances have had a negative effect on your ability to study.**
 - d) supply a **brief** written statement (**max. 300 words**) that explains how the circumstances actually affected assessment performance during the assessment period given;
 - e) submit to your School Office or the Student Support Centre
 - f) **keep a copy** of the application form and all related evidence.
 - g) the School office (or SSC) is responsible for ensuring that you have fully completed your form before it is submitted for consideration by the Panel – as per the attached checklist.
 - h) If providing an academic statement, this should be submitted **with** your claim.
- Please note:**
- f) you may withdraw your application up until 24 hours before any meeting but claims cannot be withdrawn after the panel has met;
 - g) where extenuating circumstances are approved, the University will assume you wish to resubmit, even in the event that your assessments are passed. In this instance, if you are a final level student, you must notify the University of the intention not to resubmit and instead accept any final award to which you are eligible by **the end of July**, in order to retain your eligibility to attend the University's graduation ceremony. Where notification is not received, the University will assume you intend to make a re-submission and your eligibility to attend graduation will be rescinded
 - h) **the panel is unable to consider applications where no independent supporting evidence is attached and such applications will be returned.**

3) Panel Meetings and Paperwork deadlines

The deadlines for receipt of all completed paperwork are as follows :
12 noon 25 September 2018
12 noon 27 November 2018
12 noon 22 January 2019
12 noon 05 February 2019
12 noon 19 March 2019
12 noon 24 April 2019
12 noon 21 May 2019
12 noon 02 July 2019
12 noon 19 July 2019
12 noon 20 August 2019
12 noon 24 September 2019

- a) Students are encouraged to submit claims as soon as they are aware that their studies have been affected and prior to release of resit results.
- b) Applications received after the deadline date will normally be considered at the next meeting.
- c) **Important - applications submitted following the release of formally ratified results must be received within 10 working days, they will then be considered at the next scheduled Extenuating Circumstances panel, detailed above.**

4) Successful applications

- a. successful applications are **normally** considered as a request for an original mark to be **changed to zero**, with the opportunity to be re-assessed, as if for the first time.
- b. where work has been submitted late (because of valid extenuating circumstances), the merit mark without a late penalty deduction would **normally** be applied.

Please note – the Board of Examiners makes the final decision on the impact of successful claims on assessment results.

5) Notification of outcome

- a) You will be notified of the decision of the Extenuating Circumstances Panel to your University email account. This is usually within 5 working days of the claims deadline. Board of Examiner decisions will be notified through the formal release of assessment results.

EXTENUATING CIRCUMSTANCES APPLICATION

Name	
Contact email (in addition to University email)	
Contact phone number	
Contact address	
Enrolment number (student ID)	
Course title /code	

Student Signature.....

Date

Important : Submission of this form constitutes disclosure to the University. In signing this form, you are agreeing that information concerning your condition(s), where applicable, can be used and shared with other staff within the University on a strictly “need to know” basis in order to:

- **Facilitate reasonable adjustments to be made to meet individual needs**
- **Facilitate communication in respect of disability issues.**

**Full information on disclosure and consent can be found on the Extenuating Circumstances portal page.
<http://portal.lincoln.ac.uk>**

Please provide a brief explanation below. Please note that this is an indication only and not an assurance of the decision which will be applied.

List all assessments that may have been adversely affected.

It is important that the full and correct information is given; if you are not sure of any of the information, please refer to your School office before you submit your claim.

Specify all modules/units you are claiming for - "Semester B" or "All" is not adequate.

Module/Unit code	Module/Unit title	Assessment type (e.g. coursework, exam, project)	Submission deadline date for assessment submission + any extended deadlines already given	Has work now been submitted? Y/N *

* Where work has already been submitted late (due to valid extenuating circumstances), the merit mark without late penalty deduction would normally be applied.

Summary of evidence attached.

N.B. applications will not be accepted without independent supporting evidence.

Independent evidence could include medical or legal documentation but does not include statements from friends or family.

Academic Tutor Statement (OPTIONAL)

(This does not replace the need to provide independent supporting evidence but may be helpful in clarifying your situation for the Panel.)

Students – please ensure you allow sufficient time to obtain any academic statement and submit this for consideration **before** the paperwork deadline date.

Name of academic tutor:

Signature:

Date:

This statement should be submitted with the claim, as part of the corroborative evidence.