



## Extenuating Circumstances

Standard Operating Procedure

Version one

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## 1. What are extenuating circumstances?

Extenuating Circumstances are circumstances **beyond your control** which either prevented you from attending an examination or submitting part or all your coursework by the due deadline date. If you attended an examination, or submitted coursework, but your performance was adversely affected by extenuating circumstances. Anything which is **unforeseeable** or **unpreventable** may be considered an extenuating circumstance (for example, you could not write because you suffered a broken arm just prior to an examination or a family bereavement).

## 2. Standard Operational Guidance Aim

Belfast Metropolitan College is committed to providing students with the right to present evidence of Extenuating Circumstances that have affected their performance or ability to submit work.

## 3. How do I present details of my extenuating circumstances?

The form, known as the EC1 form, has been designed to give you the opportunity to set out the details of your extenuating circumstances. Any evidence in support of your claim should be submitted with the form and submitted to your course director/co-ordinator. Where appropriate, a student could approach the College's counselling service to provide evidence in support of your claim of extenuating circumstances.

## 4. When do I present details of my Extenuating Circumstances?

The EC1 form should be submitted via email at the earliest opportunity to your course director/coordinator:

1. **Examination** - submit on day one of illness/absence and no later than 5 days following the examination date.
2. **Coursework** – submit on day one of illness/absence and no later than 5 days following the submission due date.

**Note: information submitted later may be considered by Exam Boards under exceptional circumstances. Claims are reviewed by course director/coordinator prior to exam board.**

## 5. What Types of Evidence do I use?

### 1. Self-Certification

- Absences of five working days or less.
- Examples include a short illness where medical/GP attention is not required, e.g., Norovirus, gastroenteritis, acute period pain, flu, food poisoning.
- Complete relevant sections of the form including a personal written explanation of your illness/absence.

### 2. Evidence Based Absence

- Absence of over five working days or absence where medical attention is required.
- Examples including personal, compassionate circumstances and/or the need to seek medical attention.
- Complete relevant sections of the form including personal written explanation of your circumstances **plus** a medical certificate and/or any evidence from a counsellor or therapist or Student Wellbeing team where appropriate.

**Normally the maximum EC1 use is three times across a course in a single academic year.**

Note for students with a disability or long-term medical condition: Students with an episodic or fluctuating medical condition who are known to Student Wellbeing and have reasonable adjustment recommendations in place will have to notify their Course Director/coordinator of their inability to attend or submit but will not need to self-certify for a disability related absence of less than 5 working days.

## 6. To whom do I present details of extenuating circumstances?

The completed form together with any supporting documentation must be presented to your Course Director/Coordinator.

## 7. What will happen to my completed form?

- By submitting the EC1 form using self-certification or by providing evidence, you are declaring that the information is true and complete.
- Prior to completing the EC1 form, you are strongly advised to read the submission and grading procedures for assignments for the relevant Awarding Organisation for further details on Extenuating Circumstances.
- Your submission will be considered through the appropriate channels and the outcome communicated to you.
- If the evidence is accepted, you will be given the opportunity to be assessed on a further occasion in the appropriate examination(s) or coursework.
- Please note that a successful outcome will always involve further assessment or an extension of time to complete coursework in the unit(s)/ module(s) concerned; the examiners will not give you additional marks to compensate for your extenuating circumstances.
- If you submit your EC1 within 5 days following attendance at an examination (or submission of coursework), this indicates that your examination script (or coursework) should be discounted, and it will not be marked.
- Any students found to have submitted fabricated or falsified EC1 information to the College, will be subject to investigation and disciplinary procedures.

## 8. What if I need extra support?

If you have a medical condition or other disability and have not communicated this to anyone, please contact the inclusive Learning team on your campus to get reasonable adjustment recommendations in place to support your study needs. For more information, contact Inclusive Learning via [InclusiveLearning@belfastmet.ac.uk](mailto:InclusiveLearning@belfastmet.ac.uk) or 02890265097.

## 9. Extenuating Circumstances Form

PERSONAL AND COURSE INFORMATION			
Name (in full)		Student number:	
Course Code:		Course Title:	
Year of Study:		Course Tutor:	
Email:			

  

UNIT/ MODULE INFORMATION				
<p>Please provide the information below for each unit/ module affected by extenuating circumstances. You should read the Standard Operating procedure carefully before completing this section:</p> <p>Type and Date of Assessment</p> <p>(i) The following codes only should be used to indicate Type of Assessment: CT=class test, ES=essay, EX=examination, PR=project, PT=presentation, O=other.</p> <p>(ii) A separate entry should be provided for each type of assessment listed. The date entered should be the date of the examination or class test, or submission deadline for coursework.</p> <p>Type of Circumstance</p> <p>The following codes only should be used to indicate Type of Circumstances: N = Non-attendance at examination or non-submission of coursework. P = Performance affected by extenuating circumstances.</p>				
Module Title	Type and date of assessment		Type of circumstance (codes above)	Tutor
	Type	Date		

## DETAILS OF EXTENUATING CIRCUMSTANCES – Self certification or Evidence based

(i) Nature of difficulty (please tick as appropriate)	Illness	Yes/ No	Other personal circumstances	Yes/ No
(ii) Date(s) on which you were affected.				
(iii) Absence from study <b>a) Self-Certification Option</b> Are you Certifying for a period of up to five working days due to short term illness/absence only?				Yes/ No
<b>b) Evidence based absence</b> Were you absent from the College for more than five working days as a result of your extenuating circumstance (illness or other personal circumstances)?				Yes/ No
(iv) Supporting evidence for absences of over five working days				
a) Do you have medical certificate(s) or other supporting evidence?				Yes/No
b) If 'YES' is the evidence attached?				Yes/No
If you do not have evidence, you should explain the nature of your difficulties				

## EFFECT OF EXTENUATING CIRCUMSTANCES

Please explain the effect of the Extenuating Circumstances on performance in the assessments listed at "Type of Circumstance." (You may continue a separate sheet if necessary).			
Please state what your preferred outcome would be (e.g., specify the length of extension requested for coursework).			
I confirm that to the best of my knowledge the information given on this form is a true and accurate statement of my personal circumstances. I agree to my information being referred to the Student Wellbeing team to provide additional support if appropriate.			
Student Signature		Date	

**The completed form should be submitted to your course director/coordinator.**



### 3. SECTION B: TO BE COMPLETED BY COURSE DIRECTOR/COORDINATOR

Module/unit name and code	Consideration of Evidence (Tick as appropriate)		Recommendations of Course Director/coordinator
	Upheld	Rejected	

- Retrospective EC1 Self-certification will not be accepted.
- No more than 3 Self-certifications across a course will be accepted in an academic year.

#### For EC1 Self-certification Monitoring Purposes

Is this the first Self-certification?		Yes/No
If Yes – Provide details		
If No How many previous Self-certifications have been submitted?		
Is there a recurring illness that requires evidence from a GP/medical practitioner?		
Is there an attendance issue?		
Is a referral to Student Wellbeing required?		
Comments: Is this current Self-certification accepted?		