

Extenuating Circumstances—sample scenarios

Medical situations

Scenario	Evidence	Outcome	Notes
Short period of illness or accident around time of assessment deadline, or time of examination.	Doctor/nurse letter, hospital discharge paperwork, appointment note, medication/prescription image.	Approved	All evidence must be recent and dated in the two week period before your hand in date.
An acute unexpected and unusual episode of a diagnosed chronic health condition.	Student Services support or one of the following: counsellor letter, doctor letter, medication/prescription image.	Approved	All evidence must be recent and dated in the two week period before your hand in date.
Unexpected and unusually severe mental or emotional stress at or around time of assessment deadline.	Student Services support or one of the following: counsellor letter, doctor letter, medication/prescription image.	Approved	All evidence must be recent and dated in the two week period before your hand in date.
Known long term health/physical condition or disability where the student with an ILP has used adjusted deadlines.	Student Services support or one of the following: counsellor letter, doctor letter, medication/prescription image.	Approved	Extenuating Circumstances can only be requested if the adjusted deadline time was not enough.
Known long term health/physical condition or disability where the student with an ILP has not requested adjusted deadlines.	n/a	Declined	Student should be in contact with Student Services as adjusted deadlines are more appropriate in the first instance.
Mild unspecified depression or a level of anxiety and stress which normally occurs at assessment time.	n/a	Declined	
Short term problem such as a cold which has occurred during the course of a study block.	n/a	Declined	

Scheduled Surgery (including outside four week period).	Hospital note, appointment note, doctor Note.	Exceptional cases	May take longer to process
Pregnancy related health issues	Doctor letter, appointment note or medication/prescription image.	Approved	

Personal situations

Scenario	Evidence	Outcome	Notes
Bereavement (any relationship) within the last two months.	Statement of deceased person's relationship to student, their name and date person passed.	Approved	If bereavement occurred over two months ago student may be referred to Student Services to ensure support is in place before Extenuating Circumstances claim is processed.
Part-time students making a claim of extenuating circumstances relating to pressure of work or circumstances.	Letter from Company Line Manager	Approved	
Relationship break down, divorce of parents or family issues causing severe emotional/mental stress.	Student Services support or one of the following: counsellor letter, doctor letter, medication/prescription image.	Approved	
Domestic violence, harassment, stalking, victim of a crime.	Police report	Approved	Personal issues only
Jury duty	Court document	Approved	
Mandatory national service and similar	National service documentation or appointment note	Approved	

Unexpected short term financial difficulty	Student finance letter	Approved	
Claim submitted more than four weeks before or more than two weeks after the assessment deadline.	See related situations	Exceptional cases	
Technical problems such as corrupted disk, lack of printer, loss of work on computer with no back up.	n/a	Declined	
Pet sickness or accident	Vet letter	Exceptional cases	Needs to be reasonable and unforeseen.
Complaints against staff or in relation to course delivery.	n/a	Declined	
Personal disruptions or events which could have been anticipated.	n/a	Declined	
Travelling for vacation or other family activities (other than bereavement) during assessment period.	n/a	Declined	Falls under category of 'personal disruptions or events which could have been anticipated'.
Claim due to pressures of study workload	n/a	Declined	Students are meant to plan and manage their workload to be able to comply with School deadlines.
Delay in receipt of items from 3rd party or pressures associated with 3rd party contribution that form part of the submission.	n/a	Declined	3rd party eg, publishers, printers, commissioned workers etc.
Breakdown of vehicle or general transport issues	n/a	Declined	Eg, missed bus, lift no longer available, stuck in traffic.

Loss of internet connection	n/a	Declined	Speak to Student Services if you are unsure.
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Care of others

Scenario	Evidence	Outcome	Notes
Unexpected/urgent support to a family member or partner (including dependents) in hospital, with serious illness or generalised illness.	Hospital/Doctors note, appointment note or support from the course team.	Approved	Name of person who is ill and student's relationship with him/her required.
Unforeseen paternity/maternity health related issues in regards to children or partner.	Hospital note, appointment note or support from course team.	Approved	Applications only accepted after situation has occurred.
Unforeseen childcare issues (eg, closure of nursery/school or cancellation of babysitter).	Letter from childcare/education provider confirming unavailability.	Approved	Applications only accepted after situation has occurred.
Planned support to family member or partner in hospital for mild illness or minor surgery	n/a	Declined	As an anticipated event, students are meant to plan and manage their workload accordingly.
Support of friends/housemates with health issues	Student Services/course team support or one of the following: counsellor letter, doctor letter, medication/prescription image.	Approved	Evidence must identify how you have been affected emotionally yourself from providing this support.

Document version control

Purpose/Change	Author	Date
Original document approved.	IO	01/12/2020