

EXTENUATING CIRCUMSTANCES FORM

Please read the accompanying 2P extenuating circumstances policy as it contains some important information that you will need when completing this form.

You can use this form when you are a) unfit to submit an assessment or sit an exam or b) when you are requesting an extension.

1. Your Details			
Name:		Student No:	
Course:		Year/Level:	

2. Confidentiality				
<p>All applications are processed by Support Staff only and then disclosed to the panel, if you wish to restrict access of your application to only the panel please tick yes to confidential and place in a sealed envelope with your name and student number on the front.</p>				
Is your application confidential?	Yes		No	

3. What can you apply for? You can apply for 1 of 2 options - you can either choose to 'defer' or apply for an 'extension'. (Please indicate your choice using the drop-down list for each relevant module in section 4)	
DEFER	<p>Apply to Defer your assessment until the next possible opportunity provided to you.</p> <p>You would choose this option if you have experienced a short term unexpected circumstance and do not believe you are fit to take your assessment at this time.</p> <p>If your application is successful, you will be required to submit the specified assessment (s) at the next available opportunity without penalty.</p>
EXTENSION	<p>Apply for an Extension to submit assessments up to: - 5 working days after the original deadline</p> <p>You would choose this option if you have experienced an extenuating circumstance but will be 'fit to study' with an additional 5 working days.</p> <p>Students who are on a referral opportunity are not eligible to submit work late <u>unless</u> they have an approved EC extension.</p>

Please submit your completed form with evidence at the Student HUB or via email to student.registry@solent.ac.uk.

4. Which specific unit (s) and assessment (s) were affected by your circumstances?				
Unit Code	Full Unit Title	Exam/Assignment / Presentation	Hand-in Date/ Exam Date	Applying for Defer or Extension?

5. Please give a brief description of the extenuating circumstances you encountered giving exact dates.
 If you wish to expand on your information please continue on a separate sheet ensuring this sheet is signed and dated.

6. Please tick the category your extenuating circumstances come under?								
A	Acute Health issue/flare up		E	Victim of Crime		I	Retake level/stage	
B	Illness of a dependent		F	Military Reserves		J	Other Exceptional	
C	Bereavement		G	Sport Commitment		K	COVID-19	
D	Court Attendance		H	Work Commitment		L	COVID-19 Work	

7. Evidence

The information you have given on this form must be supported by **appropriate signed and dated, independent documentary evidence** which covers the dates of the assessments concerned. If you are applying on the grounds of **COVID-19**, or for an acute health issue/flare up (including mental health reasons), you do **not** need to provide supporting evidence (See Annex A of 2P: EC Policy).
 It is your responsibility to submit this information, which will then be assessed by the panel.

Please tick to confirm you have submitted evidence:

8. Disclosure

I understand that these extenuating circumstances will be disclosed to Support Staff and the EC panel unless specified in section 2.

Student Signature		Date	
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