

Extenuating Circumstances Form (ECF) 2017/18

Students should submit an ECF if they feel that personal, medical or family problems outside their control have negatively affected, or will affect, their ability to complete coursework, to attend classes where participation contributes to assessment or to prepare for and/or sit in-class tests or exams.

Students can read more about the policy and procedures at: https://student.reading.ac.uk/essentials/_the-important-stuff/rules-and-regulations/extenuating-circumstances.aspx or contact the following for advice and help in completing the form:

- Your Student Support Coordinator (https://student.reading.ac.uk/essentials/_support-and-wellbeing/support-arrangements/student-support.aspx) or the Henley Business School Office (henleyschooloffice@henley.ac.uk)
- Your Personal Tutor or the Senior Tutor in your School
- The Advice Service at RUSU (advice@rusu.co.uk) or 0118 378 4100 (www.rusu.co.uk/advice/)
- For students on Greenlands-based programmes only - The Greenlands Examinations and Assessment Manager (trudy.shore@henley.ac.uk) or 01491 418 728

STEP 1 - PERSONAL DETAILS

Name		Student Number	
University Email Address		Date of Birth	
Degree Programme		Part 1/2/3/4/Postgraduate	
School		Personal Tutor	

STEP 2 – SPECIFY THE PERIOD OF TIME WHEN YOUR WORK HAS BEEN AFFECTED BY YOUR CIRCUMSTANCES

From:	To:
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Please note, if your situation is ongoing, you will need to submit a separate ECF along with fresh evidence for any future exams/assessments you may take.

STEP 3 – STUDENT CONSENT TO THE UNIVERSITY OF READING

The information which I have provided regarding my extenuating circumstances is correct and complete to the best of my knowledge. I give my consent for this information to be disclosed to the relevant Examiners and officers of the University who are responsible for processing and considering my case. I also understand that this claim for extenuating circumstances will be kept on my University record and may be referred to at any subsequent examiners' meetings.

Note that fraudulent claims for extenuating circumstances are taken extremely seriously by the University and could result in your removal from the University.

Signature of Student	Date:
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In accordance with the Data Protection Act of 1998, the University is unable to consider a case unless the student has actually given consent by signing and dating this form or by emailing it from their University student email account or by submitting it through Ask a Question online via Me@Reading (<http://www.reading.ac.uk/student>). Forms received from other personal email accounts will not be accepted.

- **Rearrange the assessment for a later date** (in respect of in-class tests) - this would normally require a different test to be set to ensure the integrity of the assessment
- **Alternative assessment type set** - an alternative piece of work may be set by the School.
- **Calculation of module mark by other means** - a piece of work can be set aside by the School and the module mark will be calculated on the remaining work - this does not normally apply to group work and there are also restrictions as to the percentage of the overall mark which the work carries.
- **Extension beyond registration** - a new deadline for work to be completed going beyond a student's official registration period at the University.
- **DNS** - 'Deemed Not to have Sat' means that a student is permitted a further attempt at an assessment or an end of Part examination. Students can only be granted DNS as the overall result for the Part Examination/Final Examination on two occasions per Part of study. Students are not required to take up a DNS and if they choose not to, the underlying result will stand. The mark for the assessment/examination will be cancelled when a student takes up a DNS and the subsequent mark achieved in the next assessment or examination period will be the final mark. Students need to be aware that if they are granted a DNS for exams taken in August, they will be **suspended*** until the next examination period in April/May/June the following year.
- **Repeat Year*** - an opportunity to study the same Part again. Students must demonstrate their extenuating circumstances have been extreme and have severely affected their ability to study throughout the year.

***Suspension and Repeat Years** - students need to be aware there are financial implications. Access to University services may also be affected for students who are suspended. The Home Office will be informed of any students on Tier 4 visas who have been suspended as this could affect their right to stay in the UK. Students will not be able to continue living in University accommodation during suspension.

STEP 5 – YOUR EXTENUATING CIRCUMSTANCE/S

Please explain what happened to you and when:

STEP 6 – HOW HAVE YOUR CIRCUMSTANCES AFFECTED YOUR WORK/EXAMS?

For your circumstances to be assessed it is very important that you provide an impact statement outlining how you have been affected.

STEP 7 – YOUR SUPPORTING EVIDENCE

It is your responsibility to submit evidence to support your claim as soon as possible to avoid delays in decision-making. Evidence is normally expected to be submitted no later than **5 working days** after submitting the ECF. If you think you may require longer than this, please contact your Student Support Coordinator (or Henley Business School Office) urgently or seek further advice from the sources listed on the first page.

It is important that the evidence you supply not only supports the dates you declared in Steps 2 and 4, but is relevant to the extenuating circumstances you describe in Steps 5 and 6.

Please tick the type of evidence you have submitted:

- Medical Confirmation Form/ Doctor's Letter:
- Evidence from an external counsellor or other mental health professional:
- Supporting letter from other professional you consulted about your issue:
- Death certificate:
- Police Crime Number:

Other (Please give details):

Supporting evidence submitted? Yes/No

If No, please confirm when evidence will be submitted:

STEP 8 – IF YOU ARE A CURRENT CLIENT WITH THE UNIVERSITY COUNSELLING & WELLBEING AND/OR THE DISABILITY ADVISORY SERVICE - you will need to sign below for the service to disclose information. A time delay will occur while the Support Centre / Henley Business School Office or equivalent requests and receives information from Counselling & Wellbeing and/or Disability Advisory Service

I request that the University Counselling & Wellbeing and/or Disability Advisory Service disclose information from my confidential records which is relevant to the present request both to the relevant officers of the University and to the relevant Examiners.

Signature of Student:

Date:

Counsellor's Name:

Date(s) of consultations:

Please note that the Counselling & Wellbeing Service can normally comment on your circumstances only if you have attended two or more consultations at the time of the exam or assignment.

Step 9 - Please submit this form to your Student Support Coordinator, Henley Business School Office or equivalent. Your ECF will not be considered submitted until it is received by your Student Support Coordinator or equivalent.

STEP 10 – STUDENT SUPPORT CO-ORDINATOR REQUEST TO COUNSELLING & WELLBEING AND/OR DISABILITY ADVISORY SERVICE

On behalf of the student’s Senior Tutor I request that a representative of Counselling and Wellbeing and/or Disability Advisory Service countersign this form.

Print Name:	Date (Sent to Counselling & Wellbeing / Disability Advisory Service):
Student Support Coordinator or Henley Business School Office or equivalent signature:	

STEP 11 – COUNSELLING & WELLBEING AND/OR DISABILITY ADVISORY SERVICE RESPONSE

I confirm that there is no significant disparity between the student’s account of his/her problem provided above and his/her counselling record	Yes / No
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Comment from Counsellor and/or Advisor (please provide some comment on the likely impact of the student’s circumstances on his/her studies.

Print Name:	Date:
Job title:	
Signature:	

STEP 12 – FOR USE BY THE SENIOR TUTOR

Please indicate action to be taken:

- Authorised absence Removal of late penalty
 Extension/s granted - deadline/s agreed Rearrange in-class test date

New deadline/in-class test date: _____

- Calculation of module mark by other means Alternative assessment set
 Refer to the USCSC

Additional Information (plus recommendation to USCSC if relevant):

What support services were discussed with the student?

- Study Advice Counselling & Wellbeing
 Disability Advisory Service The Advice Team, RUSU

Job Title:

Student Notified? Yes / No

Print Name:

Relevant Staff Notified? Yes / No

Signature of Senior Tutor:

Date:

STEP 13 –USCSC RESPONSE

Comments or Notes:

Print Name:

Date:

Teaching & Learning Dean Signature:

- Chair's action on behalf of USCSC