## 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**](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](mailto:henleyschooloffice@henley.ac.uk))
* Your Personal Tutor or the Senior Tutor in your School
* The [Advice Service](https://www.rusu.co.uk/advice/) at RUSU ([advice@rusu.co.uk](mailto:advice@rusu.co.uk)) or 0118 378 4100
* For students on Greenlands-based programmes only - The Greenlands Examinations and Assessment Manager ([trudy.shore@henley.ac.uk](mailto:trudy.shore@henley.ac.uk)) or 01491 418 728

### Student Services

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| Step 1 - Personal details | | | |
| Name | Click here to enter text. | Student Number | Click here to enter text. |
| University Email Address | Click here to enter text. | Date of Birth | Click here to enter text. |
| Degree Programme | Click here to enter text. | Part 1/2/3/4/Postgraduate | Click here to enter text. |
| School | Click here to enter text. | Personal Tutor | Click here to enter text. |

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| **STEP 2 – SPECIFY THE PERIOD OF TIME WHEN YOUR WORK HAS BEEN AFFECTED BY YOUR CIRCUMSTANCES** | |
| From: Click here to enter a date. | To: Click here to enter a date. |

**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.**

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| **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: Click here to enter a date. |
| |  | | --- | | 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. | | |

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| **Step 4 – Assessed Work / End of Part / Year Examinations** | | | | |
| **List all modules and ASSESSMENTS you consider affected by your Extenuating Circumstances** | | | | |
| **Module Code** | **Work affected:** Written assignment, attendance where participation contributes to assessment, project work, practical, laboratory test, in-class test, field work, group work, presentation, workshop, dissertations, exams | **Name of Module Convenor** | Date(s): of practical, test, seminar, exams etc or deadline (s) of assessment, dissertation, project | **What outcome/s do you want?** Extension granted (include length of extension), removal of late penalty, authorised absence, rearrange in-class test, alternative assessment type set, calculation of module mark by other means, DNS, repeat year, extension beyond registration |
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**Extra marks cannot be awarded to compensate for Extenuating Circumstances**: Students must still satisfy the progression requirements of each Part of their degree programme. Decisions in relation to Extenuating Circumstances are the responsibility of the relevant body and are taken in accordance with the Policy on and procedures relating to Extenuating Circumstances (<http://www.reading.ac.uk/web/files/qualitysupport/extencircumstances.pdf>).

**The following outcomes can be requested:**

* **Extension granted** – a new deadline for the work to be completed.
* **Removal of late penalty** – the penalty for late submission of assessments may be removed.
* **Authorised absence** – Absence from lectures, laboratory classes, seminars, workshops and tutorials, where participation contributes to assessment.
* **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.

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| **Step 5 – Your Extenuating Circumstance/s** |
| Please explain what happened to you and when:  Click here to enter text. |

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| **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.  Click here to enter text. |

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| **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): Click here to enter text. | |
| Supporting evidence submitted? Yes/No  Choose an item. | If No, please confirm when evidence will be submitted:  Click here to enter a date. |

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| **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: Click here to enter a date. |
| Counsellor’s Name: Click here to enter name. | |
| Date(s) of consultations: Click here to enter a date. | |
| **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.**

**-----------------------------------FOR INTERNAL USE ONLY ------------------------------------**

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| **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: Click here to enter text. | Date (Sent to Counselling & Wellbeing / Disability Advisory Service):  Click here to enter a date. |
| Student Support Coordinator or Henley Business School Office or equivalent signature: |

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| **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)** | Choose an item. |
| **Comment from Counsellor and/or Advisor** (please provide some comment on the **likely impact** of the student’s circumstances on his/her studies.  Click here to enter text. | |
| Print Name: Click here to enter text. | Date:  Click here to enter a date. |
| Job Title: Click here to enter text. |
| Signature: |

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| **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):  Click here to enter text. | |
| What support services were discussed with the student?  Study Advice  Counselling & Wellbeing  Disability Advisory Service  The Advice Team, RUSU | |
| Job Title: Click here to enter text. | Student Notified (Yes/No): Choose an item. |
| Print Name: Click here to enter text. | Relevant Staff Notified (Yes/No) Choose an item. |
| Signature of Senior Tutor: | Date: Click here to enter a date. |

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| **Step 13 – USCSC response** | |
| **Comments or Notes:**  Click here to enter text. | |
| Print Name: Click here to enter text. | Date:  Click here to enter a date. |
| Teaching & Learning Dean Signature: |
| Chair’s action on behalf of USCSC | |

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