

Procedure for submitting an Extenuating Circumstances Statement Session 2018/19

It is essential that students read these Guidance Notes before completing and submitting an Extenuating Circumstances Statement.

Appeals & Academic Conduct Office
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This procedure is available via the Student Administration Website.

<https://www.uws.ac.uk/current-students/supporting-your-studies/exams-assessment-appeals/academic-appeals-extenuating-circumstances/>

1. What are Extenuating Circumstances?

The University recognises that, from time to time, you may encounter issues which may prevent you from being able to submit or undertake an assessment. Where this is the case, you can submit an Extenuating Circumstances Statement (ECS) for consideration. The ECS will be forwarded to the University's Subject Panel who will take account of this declaration in recording your module marks.

Please note that Extenuating Circumstances does **NOT** include the following:

- Requests for extensions to assignment deadlines or for other resit opportunities that fall within the normal timeframe of the module (usually one whole term). These should continue to be submitted directly to the relevant module coordinator or other named person in your School. (Please refer to section 4 below for information on how to submit an ECS following the approval of an extension).
- Information on personal and medical circumstances that entail absence from classes. These should also continue to be submitted to those nominated in your School or programme of study.

Research Students

Research students should refer to Regulations 4.126 and 4.127 for guidance.

2. What is 'Fit to Sit'?

The University operates a 'fit to sit' or 'fit to submit' approach to extenuating circumstances which means that when submitting each piece of coursework or completing an examination or class-test, you are confirming that you are 'fit to sit' the assessment and wish that any mark achieved for that coursework, examination or class-test should stand.

If you feel that your academic performance has been affected by extenuating circumstances and you are not in a position to submit a piece of coursework or attend an exam or class-test, you should complete an on-line ECS, stating which coursework you will not be submitting, or which exam or class-test you will not be attending.

If after you have submitted an assessment or attended an exam or class test, you decide that your extenuating circumstances have affected your performance, you have up to **48 hours*** after the submission of the assessment, or attendance at the exam/class test, to submit an ECS. Any submission of an ECS after 48 hours from the hand-in date or exam date will be viewed as invalid and discounted. ***e.g. IF YOUR SUBMISSION IS DUE ON A FRIDAY, AN ECS MUST BE SUBMITTED BY THE SUNDAY.**

REMINDER – When you submit an ECS related to a particular coursework, examination or class test, you are confirming that any mark achieved for that coursework, examination or class test should not be counted. You have the right to amend or withdraw** your statement up until the deadline. However, following the deadline, any submitted statement cannot be amended or appealed.

****Please note that to withdraw your statement, you have to email extcircum@uws.ac.uk. This will ensure that a date and time are recorded for your withdrawal to ensure that it has been made within the time period stated above.**

Although this concludes the ECS process, you have the right to consider an appeal – you can refer to the UWS appeals guidance available via the Student Administration website.

3. When and how do I complete and submit an ECS?

If you feel that your academic performance has been affected by illness, personal or family circumstances etc. and you are not in a position to submit a piece of coursework or attend an exam, you should complete an on-line ECS, stating which assessment(s) you will not be submitting and/or which exam(s) you will not be attending.

An ECS should normally be submitted by the individual directly affected. Where a third party, such as a parent or other representative, would wish to submit a statement on behalf of a student they should contact Student Administration via extcircum@uws.ac.uk to explain the circumstances and seek guidance as to how best to do this.

The completed statement should be submitted through Self Service Banner:

- Log into Self Service Banner
https://ssb.uws.ac.uk/BANProd/twbkwbis.P_GenMenu?name=homepage
Note: You need to make sure you are using an up-to-date version of Internet Explorer, Mozilla Firefox etc.
- Enter Self Service Banner (Secure Area)
- Enter your User ID and PIN
- Select Student – Extenuating Circumstances Statement
- Complete the statement - You must indicate on the ECS the module titles, module codes, assessments and the dates of the assessments to which the statement applies. **(Please select the dates from the calendar through the drop down menu on the right hand side of the calendar each time you access your statement prior to submission – otherwise, you may receive an error message and be unable to continue with the amendment or completion of your statement).**

Your ECS will be deemed **NOT valid** if:

- The statement is incomplete and as a result cannot be processed.
- The statement is submitted more than 48 hours after the exam, class test or coursework hand-in date.
- You have received a 'Defer Chair' decision by any Panel

48 hour period - Coursework

To clarify:

- The trigger for the start of the 48 hour period is the "original due date of submission" of the coursework.
- If you have not submitted the work by the due date, but submit an ECS within the next 48 hour period, then the ECS will be upheld and a mark of 0% will be awarded and you will get a 1st diet resit where applicable..
- If you have not submitted the work by the due date and do not submit an ECS within the 48 hour period, and do not submit the work within the "late submission" period of one week after the original submission date, then you will get a mark of 0% and no opportunity for resubmission.
- If you have not submitted the work by the due date and do not submit an ECS within the 48 hour period, but do submit the work within the "*late submission" period of one week after the original submission date, then you will be given a mark which is ten percentage points less than the mark which would have been awarded if the work had been submitted on time.

4. How do I submit an ECS following an agreed extension to my submission deadline?

Extensions to coursework deadlines of up to one week on the basis of good cause may be determined by the Module Co-ordinator.

However, where a request for an ECS is made following an extension, this ECS request **must** be reviewed, and may be exceptionally accepted, by the Assistant Dean (Education) (ADE) or Dean of School. These requests will be dealt with on a case by case basis.

The above requests should be submitted via extcircum@uws.ac.uk. You should provide the following information to enable your request to be considered by the School's ADE or Dean:

Module name and code

Original date of assessment

Date of agreed extended deadline

5. Should I use the ECS process to seek a short-term absence?

NO - It should be noted that requests for short-term absences should continue to be requested from your lecturer, ensuring that a Self-Certificate is completed on your return to your studies.

6. What if I have multiple assignments within an individual assessment category and only want an ECS to apply to one or more but not all assignments (e.g. I have a lab report, portfolio, class test and a presentation all included in one assessment category for an individual module – I have undertaken all work, with the exception of the class test).

You should submit an ECS as outlined in section 3.

7. Do I have to provide a reason and attach any supporting documentation?

No - At UWS we recognise that students have personal family issues, short-term illness etc. to cope with occasionally and that requesting letters of support from GPs etc. can be time consuming and costly. Therefore, taking this into consideration, there is no requirement for you to state a reason or attach evidence with your ECS. Once you have submitted an ECS, you have deemed yourself to be unfit to complete the stated assessments during the current assessment period.

8. What happens after I submit an ECS?

Information from your ECS will be forwarded to the relevant Subject Panel (Module title and date etc.) who will take account of your statement when recording your module decision.

9. Maximum length of time to complete a module

The University expects you to complete all the assessments associated with a module within **2 years** (2 years from the start date of the module). If you are studying an undergraduate or postgraduate module there are slight differences in the number of attempts you are allowed to pass each assessment.

Undergraduate modules

In line with Regulation 3.40, for an undergraduate module, you will have a maximum of **2 years** with a maximum of **4 attempts***** to complete all the assessments associated with a module.

The norm is that you will have 3 attempts at the assessments associated with the module; however, you will be allowed a 4th attempt if you have submitted an Extenuating Circumstances Statement related to the assessment within the 2 year period.

If you have had all 3 or 4 assessment attempts within the 2 year period and you have still not passed all the assessments in a module you will be awarded a 'No Further Attempts' (NA) decision for the module.

If due to extenuating circumstances you have not had all 3 assessment attempts within the 2 year period and you have still not passed all the assessment in the module you will be awarded a 'Re-Attend' (RA) decision for the module.

***Please note that attempts are in fact any assessment opportunity available to you during your studies and are counted even when you have chosen not to/unable to submit an assessment or sit an exam. These attempts will also include any ECS submitted. You may have submitted and failed an assessment and then submitted 3 ECS claims – this will equate to 4 opportunities and you will be awarded a 'No Further Attempts' (NA) decision for the module, even if you have not reached the two year threshold stated above.

Postgraduate modules

In line with Regulation 3.40, if you are studying on a taught Masters' Degree, Postgraduate Diploma or Certificate, or the Professional Graduate Diploma in Education, or the Professional Doctorate, or Doctor of Business Administration, or a candidate studying a module whose intrinsic level is SCQF level 11-12 you will get a maximum of **2 years** with a maximum of **2 attempts****** to complete each of the assessments associated with the postgraduate module. Please refer to Regulations 3.39-342.

The norm is that you will have 2 attempts at the assessments associated with a module; however you will be allowed a 3rd attempt if you have submitted an Extenuating Circumstances Statement related to that assessment within the 2 year period.

If you have had the maximum number of assessment attempts within the 2 year period and you have still not passed all the assessment in a module you will be awarded a 'No Further Attempts' (NA) decision for the module.

If due to extenuating circumstances you have not had 2 assessment attempts within the 2 year period and you have still not passed all the assessment in the module you will be awarded a 'Re Attend' (RA) decision for the module.

****Please note that attempts are in fact any assessment opportunity available to you during your studies and are counted even when you have chosen not to/unable to submit an assessment or sit an exam. These attempts will also include any ECS submitted. You may have submitted and failed an assessment and then submitted 2 ECS claims – this will equate to 3 opportunities and you will be awarded a No Further Attempts' (NA) decision for the module, even if you have not reached the two year threshold stated above.

Statutory Body

A Professional Statutory Body requirement will supersede the above, e.g. Nursing & Midwifery Council – where this is the case, your Programme Leader will provide more information).

It is imperative that you consider the implications of the above timeframes before submitting an ECS.

7. What happens if I try to submit a new statement after the deadline for submission?

Any submission of an ECS after 48 hours from the hand-in date or exam date will be viewed as invalid and discounted.

In addition, you cannot submit an ECS in one term for a module running in another term.

8. Guidance and advice

If you require assistance (in confidence) in deciding whether it is appropriate to complete a statement, or on how to complete the statement, please contact the Students' Association (<https://www.sauws.org.uk/advice/>) or contact the Student Hub (Paisley campus)/ Student Link on any other campus. It is important that you seek this assistance prior to finalising your statement.