

## STUDENTS' GUIDE TO EXTENUATING CIRCUMSTANCES SUBMISSION (ECS)

The University operates a concept called 'fit to sit'. In 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.

### IS ECS RIGHT FOR ME?

#### *Before submission of coursework or sitting an exam/class test*

The University recognises, that from time to time, you may encounter issues which prevent you from being able to submit or undertake an assessment. Where this is the case, there are some options you may wish to consider:

- If you feel that your coursework just needs a little more time there may be the opportunity for an extension and you should speak to your Module Co-ordinator to explore the options.
- If you are unable to submit a piece of coursework (and don't feel an extension would help) or sit an exam/class test you can make an Extenuating Circumstances Submission online via Self Service Banner.
- If you need a break from your studies then an 'Authorised Interruption' may be more appropriate, this can be discussed with your Personal Tutor.

#### *After Submission of coursework or sitting an exam/class test*

You may also find yourself in the situation where after submitting an assessment or attending an exam/class test, you decide that extenuating circumstances have affected your performance. In such circumstances you have up to **48 hours\*** after submission/attendance, 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. **\*If your submission is due on a Friday, an ECS must be submitted by the Sunday**

#### *What you should consider before submitting ECS*

- Any **mark** achieved (even if it's a pass) for the particular piece of coursework or exam/test which you submitted ECS for **will not be counted** and you will need to resit.
- All assessments for a module must be completed within **2 years** from the date you started the module.
- There is a limit to the number of attempts you can have at an assessment. For **Undergraduate** students submitting ECS the **maximum is 4** and for **postgraduate** students submitting ECS the **maximum is 3**. Note that all opportunities for assessment are counted even if you choose not to submit/sit.
- Professional Statutory and Regulatory Bodies, such as the Nursing & Midwifery Council, may have different requirements in relation to assessment and timeframes which supersede the University's, you should contact your School for guidance.

It is important to consider how submitting an ECS will impact your academic journey and if you need further guidance please contact your Personal Tutor, Student Hub, [International Student Advisors](#) or [Students' Association Case Workers](#).

### Submission of ECS

Your submission should be made via Self Service Banner <https://ssb.uws.ac.uk/>, you are not required to provide a reason or produce any evidence for your ECS. The process to follow is detailed on the next page and further information can also be found in the 'Procedure for making an Extenuating Circumstances Submission' <https://www.uws.ac.uk/current-students/supporting-your-studies/exams-assessment-appeals/academic-appeals-extenuating-circumstances/>. You can withdraw or amend your ECS by emailing the School at the addresses detailed on the next page but it must be **within the 48 hour deadline of your coursework submission or exam/test**. Incomplete submissions won't be processed and your ECS will be deemed not valid.

# Extenuating Circumstances

In considering an ECS, please assure yourself that it is the right course of action for you. Talk to your module co-ordinator or personal tutor:-

- if you feel that your coursework just needs a little more time – there may be opportunity for an extension;
- if you need a break from studies, interruption may be more appropriate;
- to check if ECS might result in an interruption to your studies the following academic year;
- To check if ECS might result in a change to your planned graduation date.

*Please read the information on the SSB title page before continuing, it is important that you understand what effect an ECS may have on your future studies.*

*Although it is sometimes referred to as a "statement", no details of your reason for request should be included.*

Log in to Self Service Banner  
<https://ssb.uws.ac.uk/>  
using your User ID and PIN

Select Student –  
Extenuating  
Circumstances Submission

Select module titles,  
codes, assessments and  
dates you wish to claim  
ECS for

Your ECS will be applied at  
the School Assessment  
Board and will be reflected  
in results when they are  
released in Banner

Once submitted, you will  
automatically receive a  
receipt to your university  
e-mail account

Use calendar on right hand  
side of the webpage to  
indicate your assessment  
dates

The result will be marked  
as zero (even if you have  
submitted work) and you  
will be given the  
opportunity to resit at the  
next available opportunity

Undergraduate students  
who use ECS will have a  
maximum of 4 attempts  
within 2 years to pass the  
module.

Postgraduate students who  
use ECS will have a  
maximum of 3 attempts  
within 2 years to pass the  
module.

*You have the right to amend or withdraw your submission up until the 48 hour deadline by e-mailing the School at the following address. However, following the deadline, any submission cannot be amended or appealed.*

*School of Business & Creative Industries - BClecs@uws.ac.uk*

*School of Computing, Engineering & Physical Sciences - CEPSEcs@uws.ac.uk*

*School of Education & Social Sciences - ESSecs@uws.ac.uk*

*School of Health & Life Sciences - HLSEcs@uws.ac.uk*

**PLEASE NOTE:** Any submission after 48 hours of the agreed hand-in date or exam will be viewed as invalid and discounted.

## **LATE SUBMISSION OF COURSEWORK (WHERE ECS IS NOT SOUGHT)**

Coursework submitted late but within one week of the deadline will result in a mark that is ten percentage points less than the mark which would have been awarded had the work had been submitted on time. If submission of coursework is later than one week, you will get a mark of 0% and no opportunity for resubmission (although you may be eligible to reattend the module depending on the number of attempts that you have had).