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Extenuating Circumstances

For students studying for <u>PEARSON HE QUALIFICATIONS</u>

at New City College

Please complete scan and return this form along with supporting documentation (refer to the Extenuating Circumstances Policy) by email to Higher.Education@ncclondon.ac.uk **Receipt of this form will be acknowledged by email to your College email account**

EXTENUATING CIRCUMSTANCES

Student ID Number	
Title of Programme	
Year of Study	

There may be on occasion exceptional circumstances that might affect your ability to meet an assessment deadline or affect the level of your performance at assessment.

This form should be completed if you want to make the Extenuating Circumstances Panel and the Assessment Board aware of any extenuating circumstances which you believe may have adversely affected your performance in assessments. Please read the extenuating circumstances policy and guidelines before completing this form.

It is important to realise that only the most serious extenuating circumstances are likely to have a significant effect on your overall results. Please take time to assess your situation carefully and only submit details of extenuating circumstances if you are sure that they have *significantly* affected the quality of your work. Remember that the Assessment Board will be looking at the affected work in the context of the rest of your work throughout the year(s) and is unlikely to take extenuating circumstances into account unless it is apparent that the work in question is of a significantly lower standard. The Assessment Board will not change grades awarded, but will assess whether your performance had been adversely affected and will take this into account when making decisions about progression or deferral.

a) **Please provide an overall assessment of the impact of your extenuating circumstance(s) on meeting an assessment or performance deadline?**

b) If you believe your performance in any assessed work during the year has been significantly impaired or you were unable to submit work or were absent from a practical or test*, please list the affected work and describe how it was affected or the reason for your absence.

List below the documentation which you have attached in support of your statement (please note that the College will NOT seek evidence on your behalf – it is your responsibility to do this). The College reserves the right to check on the validity of the document(s) you submit as evidence by contacting the third party directly. ***If you do not provide appropriate supporting evidence your claim will be rejected.**

Coursework & Exams affected		Details and evidence of extenuating circumstances
Give unit code, title and name of coursework i.e. portfolio, journal etc. or alternatively state exam. Include submission deadline for coursework and/or date of assessment.		Submit this form with as much evidence as possible which supports the dates of assessment submissions affected. Use this column to identify the evidence you are providing. **Evidence must be provided for all extenuating circumstances claims.** (Note that the College will not contact third parties on your behalf to obtain proof – it is your responsibility to submit evidence)
Unit(s)	**Name of coursework and/or exam, with dates**	Detail the circumstances clearly and concisely against **each** affected date you have entered.

Extenuating Circumstances Declaration

You should note that submitting a false claim or fraudulent documentation is a serious matter and is an academic offence, which will be dealt with under the Academic Misconduct Procedures. The College reserves the right to check on the validity of the document(s) you submit by contacting the third party directly.

I confirm that the information I have given is true and that I have read and fully understood the guidelines on extenuating circumstances.

Signed: _____

Date: _____