Extenuating Circumstances Flowchart - with Self-Certified Extension

Student submits EC request

Self-Certified Extension

Student submits request

PI processes request and automatically approves the 7-calendar day extension if the request is eligible.

Extension (Not Self-Certified)

Student submits supporting evidence

Delayed Assessment / Reassessment

Student submits supporting evidence

PI processes request and refers to the Extenuating Circumstances Panel (ECP)

ECP considers the request and normally reaches a decision within 3 working days

ECP approves the request

Extension/further attempt processed on the system

Student notified of decision

ECP rejects the request because it does not meet the criteria

Student notified of decision

Student can appeal the decision via the Appeals and Complaints Process

Pre-Board Extenuating Circumstances Panel (ECP) to review all requests prior to the Board of Examiners meeting

ECs submitted late

ECs submitted on time

For requests received after the Board of Examiners meeting, the student will need to submit an appeal instead

For requests submitted after the ECP have met but before the Board of Examiners have met, the student should be removed from consideration at the Board until the EC has been considered, and then Chair's Action will take place

A recommendation may be made to the Board of Examiners

E.g. Consideration by Board of Examiners

Student submits supporting evidence

PI processes request and evidence

Pre-Board Extenuating Circumstances Panel (ECP) to receive and consider the request

A recommendation may be made to the Board of Examiners

Other (Repeat of year/Break in studies)

Student submits supporting evidence

PI processes request and evidence

UEA approval as needed (as per the Framework for the Approval of Concessions)

Student notified of decision