# Extenuating Circumstances Affecting Study Report Form

This form is for students who need to report circumstances that they consider have had an impact on academic performance and/or are adversely affecting their ability to study. Please follow the Guidance Notes when completing the form. Incorrect or incomplete reporting may result in delays in providing advice or assistance.

Student number:

Family name: Given name(s):

Current Contact Address:

Programme and Group: Telephone number: UEA Email address: Other Email address: Programme:

Name of Personal Tutor:

Indicate below what type of adjustment you are seeking

* **Extension to submission deadline**

Assignment title:­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Original deadline:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **Delayed Assessment/Reassessment**

Assessment title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Original Assessment date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Fitness to study
* Intercalation
* Other

What is the nature of the circumstances you are reporting?

* Medical
* Personal / Well being
* Financial
* Other

How long have your difficulties been impacting on your academic work?

From: To:



Are you still engaging with your course?

* Yes
* No – date last participated D D / M M / Y Y Y Y

Please explain how your difficulties have impacted on your ability to study effectively or fulfil your course requirements/assignments. Continue on a separate page if necessary.

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Please attach supporting evidence

This might be, for example, a doctor’s or hospital note, a notification of a court hearing or jury service, or a supporting letter from your personal tutor, counsellor, or Student Support Service. In the case of a late online submission, this should include an image of your screen showing the time and date and any error issue or message. (See guidance notes).

Who at INTO UEA or UEA have you consulted to help resolve your difficulties (e.g. Programme Manager, Personal Tutor, Student Services, Student Support Service, Union Advice Centre etc.)

Please outline how and when you expect your difficulties to be resolved.

Student signature: Date:

* PLEASE SUBMIT THE COMPLETED FORM AND SUPPORTING DOCUMENTS TO THE ACADEMIC SUPPORT DEPARTMENT (AST) email [ast@uea.ac.uk](mailto:ast@uea.ac.uk)

# Extenuating Circumstances Affecting Study – Guidance Notes

The attached form should be used to report circumstances that you consider have had an impact on your academic performance and/or your ability to study.

If you require an extension to an assignment deadline this form must be submitted in advance of the assignment deadline. All requests must have supporting evidence.

Requests must state the extenuating circumstances that have led to the request. For information the following circumstances are normally considered to be acceptable grounds for requesting an extension:

* + Illness
  + Significant adverse personal/family circumstances
  + Bereavement of close relative or significant other
  + Institutional technical failure
  + Other significant exceptional factors which have impacted on your studies The following are NOT acceptable reasons for requesting a deadline extension:
  + Bunching of coursework deadlines
  + Personal computer/printer problems
  + Holidays
  + Financial issues

What happens next?

* + Your form will be considered via a number of processes depending on the nature of the submission.
  + You will be contacted with regard to the outcome of your application.
  + However, you should not assume that your application will be approved. You are advised to continue to work towards the original deadline until you receive notification of the outcome.