

Appendix A - Extenuating Circumstances Form (ECF)

CONFIDENTIAL EXTENUATING CIRCUMSTANCES FORM (ECF) (TO REQUEST AN EXTENDED DEADLINE FOR AN ASSESSMENT FOR A PEARSON VALIDATED COURSE.)

Write in **BLOCK CAPITALS** your name and the address to which you wish the outcome to be sent

Student registration number	
Family Name	
Forename(s)	
Course	
Contact email address	
Contact Telephone Number	
CourseLeader	

Circumstance - for guidance on extenuating circumstances please read page 2 of this form

Criteria	Date From	Date To

Evidence

List here all the documents attached

Description	Evidence	Date

Please note your case cannot be considered unless all of the columns above are completed.

Submit this document to THE Quality Manager.

Unit affected	Assignment	Due date	Request upheld/ denied	Reason(s)	New submission date

Please allow five working days for a decision.

Do I have extenuating circumstances?

The circumstances you are seeking to mitigate must be unforeseeable or unpreventable and you must be able to demonstrate how these circumstances could have a significant impact upon your ability to meet the assessment deadline.

Common examples include:

- Significant personal illness or injury (where a Doctor certifies that you should not work or study)
- The critical illness or death of a close family member/dependent
- Unexpected significant family crises or severe financial problems leading to acute stress
- Absence for public service (e.g. Jury Service or active service if an armed forces reservist)

Circumstances not normally considered:

- Events that were planned or reasonably foreseen (e.g. booked holiday) - arrangements should be agreed in advance with the course leader once known
- Failure, loss or theft of a computer, printer or storage medium
- Non-diagnosed illness (e.g. exam stress)
- Inadequate time management/planning
- Paid employment or volunteering commitments - arrangements should be agreed in advance with the course leader
- Rejection of EHCP DSA advice and guidance
- Pre-existing circumstances disclosed at interview (e.g. ongoing diagnosed illness)

If you are studying on a course validated by one of our University Partners and wish to apply for extenuating circumstances, please use the guidance in the following links:

University of the Arts London - [Extenuating Circumstances](#)

University of Brighton - [Additional Considerations](#)

University of Chichester - [Mitigating Circumstances](#)

University of Portsmouth - [Extenuating Circumstances](#)