**Please complete all sections**

Remember to attach your supporting evidence. Guidance notes can be found at the end of the document.

| **Section 1: Personal Details** | | | |
| --- | --- | --- | --- |
| **Full Name** |  | **GLlM Student ID** |  |
| **Programme of Study** |  | **Level of Study** |  |
| **Campus** |  | | |

| **Section 2: Reason for the Extenuating Circumstances**  Please provide a clear summary of the reasons for your extenuating circumstances.    Example 1: ‘I was sick for a few days’ - this is not acceptable, additional detail and independent evidence is required.  Example 2: ‘I was suffering from a viral infection from January 1st to January 6th, GP sick note attached’ this is acceptable. |
| --- |
|  |

| **Section 3: Time Period of the Extenuating Circumstances**  Please ensure that the dates inserted in this section match the dates covered by the supporting evidence. If there is no set end date you may list ‘ongoing’. | | | |
| --- | --- | --- | --- |
| **From (DD/MM/YY)** |  | **To (DD/MM/YY)** |  |

| **Section 4: Evidence**  Please confirm the evidence you are submitting. If you are unable to provide evidence, please provide an explanation. |
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| **Section 5: Assessments Affected**  There are two types of Extenuating Circumstances you can apply for:  **Late Submission:** When you need an extension to your original assessment due date. As a result, you are requesting that it be marked without a late penalty applied (i.e. for an uncapped grade).  **Poor Performance:** Your assessment was submitted on time, but extenuating circumstances may have affected your performance. For example, a significant period of illness during the critical stages of assessment writing. As a result, you would like this to be noted and considered at the Board of Examiners so you are not disadvantaged by your extenuating circumstances.  In some circumstances, you may apply for a combination of both. | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Criteria:**  Late Sub /  Poor Performance /  Both | **Module Title** | **Assessment Title** | **Assessment Number** (1/2/3/4) | **% of work completed** | **Original due date of assessment** | **Proposed new submission date** |
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| **Section 6: Student Declaration**  I confirm these details are correct and I understand that I may be required to provide further evidence to support my application. | |
| --- | --- |
| **Student Name** |  |
| **Date** |  |

**Please ensure all sections are completed before submitting to your Programme Leader / Personal Tutor.**

**Remember to submit your supporting evidence.**

| **Section 7: Tutor Statement**  *For completion by the Programme Leader / Tutor only*  If a member of the teaching team is unable to attend the Panel meeting please add any relevant notes in support of the application. | |
| --- | --- |
|  | |
| **Tutor Name** |  |
| **Date** |  |

**Guidance Notes:**

Please complete all sections of the form (electronically if possible). Please submit your completed form, along with supporting evidence, to your Programme Leader or Personal Tutor and this will be processed by Emily Jakeman.

Applications will not be considered without appropriate supporting evidence; all evidence must be provided in either English or Welsh. Your evidence must confirm the circumstances and time period which you describe in your application. All evidence must be from an independent source, for example your Doctor or other suitably qualified person. A wide range of evidence types can be considered.

Your application and supporting evidence will be presented to the Extenuating Circumstances Panel, dates noted below. Your Programme Leader will normally attend the panel to present your case, unless you specify otherwise. The panel will determine if you are eligible, and any conditions you may need to meet.

Your outcome letter will be sent via email to your GLLM student email account, this will explain the decision of the panel, any new deadlines granted or conditions set. All applications and supporting evidence are stored electronically for a period of 3 years; access is restricted to members of the Extenuating Circumstances Panel only.

All applications for Extenuating Circumstances are treated in the strictest confidence.

**Dates of Extenuating Circumstances Panels 2022/23:**

Remember to submit your applications at least 1 week before the Panel.

20th October,

24th November,

21st December,

17th January,

9th February,

27th February,

14th, 30th March,

20th April,

16th, 25th May,

5th June

**Key Contacts:**

Your Personal Tutor / Programme Leader

Quality Assurance Coordinator: Emily Jakeman (e.jakeman@gllm.ac.uk)

**Further Information:**

Further information is provided within the Extenuating Circumstances Policy, available at:

https://www.gllm.ac.uk/our-policies/higher-education-policies-and-procedures

Further guidance is provided within the Extenuating Circumstances Guidebook.