**Extenuating Circumstances Claim Form 19/20**

The Student Support Officer is available to discuss Extenuating Circumstances forms.

Please read the below cover sheet carefully – you must complete this form.

1. I have read and understood the definition of Extenuating Circumstances ([https://www.welfare.qmul.ac.uk/guides/extenuating-circumstances/what-are-extenuating-circumstances/](https://www.welfare.qmul.ac.uk/guides/extenuating-circumstances/what-are-extenuating-circumstances/)) and confirm that my circumstances fit this definition.

2. I have completed all personal details including student number, student name, full program title and year of study. I have listed all modules, including title, type of assessment and dates that I wish to claim ECs for.

3. I have summarised the details of my Extenuating Circumstances in the box provided.

4. I have read and understood the regulations regarding ongoing or chronic health problems ([https://www.welfare.qmul.ac.uk/guides/extenuating-circumstances/what-if-i-have-ongoing-health-or-other-problems/](https://www.welfare.qmul.ac.uk/guides/extenuating-circumstances/what-if-i-have-ongoing-health-or-other-problems/)).

5. I have attached relevant supporting evidence to my Extenuating Circumstances form ([https://www.welfare.qmul.ac.uk/guides/extenuating-circumstances/what-documentation-do-i-have-provide-my-extenuating-circumstances/](https://www.welfare.qmul.ac.uk/guides/extenuating-circumstances/what-documentation-do-i-have-provide-my-extenuating-circumstances/)).

6. The evidence attached to my Extenuating Circumstances claim covers the dates of assessment/exams I wish to claim EC’s for.

7. I have read and understand the regulations regarding the ‘Fit to Sit’ policy ([https://www.welfare.qmul.ac.uk/guides/extenuating-circumstances/what-fit-sit-policy/](https://www.welfare.qmul.ac.uk/guides/extenuating-circumstances/what-fit-sit-policy/)).

**Declaration:** *I confirm that I have understood and completed my Extenuating Circumstances in accordance with the guidance on the Extenuating Circumstances Cover Form.*

**Signed:**  
Student Name:................................. Student Number:.................................
All Subject Examination Boards for Physics and Astronomy

This form should be used by all taught course students to make claims for extenuating circumstances relating to missed examinations and assessments, and non-submission of coursework, including extensions to coursework deadlines.

To be considered by the Subject Examination Board, students must complete all parts of this form and return it - together with appropriate documentary evidence to the SPA Administrative Assistant: Val Archer (v.archer@qmul.ac.uk)

Claims submitted without supporting documentary evidence will not be considered.

Deadlines

- Semester one assessments/coursework – **Monday 16th December 2019**
- Semester one examinations – **Friday 24th January 2020**
- Semester two assessments/coursework – **Monday 20th April 2020**
- Semester two examinations – **Friday 5th June 2020**

**Students must submit claims as soon as possible. Claims submitted after the relevant deadline will not be considered.**

It is recommended that students read the *Student Guidance Booklet* available from the Advice and Counselling Service and online at www.welfare.qmul.ac.uk/, and seek advice from academic advisors, senior tutors or school or institute administrators before completing the form.

Please complete this form using a word processor, or use a pen and write in block capitals if completing by hand.

**Personal details**

<table>
<thead>
<tr>
<th>Student ID number:</th>
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<tbody>
<tr>
<td>Forename:</td>
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<td>Surname:</td>
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<td>Contact address (term-time):</td>
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<td>Telephone number:</td>
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<td>Alternative telephone number:</td>
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<td>QMUL email address:</td>
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**Study details**

| Programme of study (e.g. BA French): |  |
| Year of study (0 - 7 or Masters): |  |
| Academic Advisor: |  |
Details of claim – Please continue on a separate sheet if necessary

<table>
<thead>
<tr>
<th>Module code</th>
<th>Element of assessment e.g. examination, coursework</th>
<th>Examination date/ submission deadline</th>
<th>Did you attend/ submit?</th>
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Summary of extenuating circumstances

Please use the space below to explain your extenuating circumstances, and how these meet the following criteria. In order to be valid, the extenuating circumstances must be:

- unplanned;
- outside of the student’s control;
- such that there has been a negative impact on the ability to undertake or complete any assessment;
- cast doubt on the likely validity of the assessment as a measure of the student’s achievement.

This text should be as concise as possible and refer only to relevant information, whilst ensuring that everything that requires consideration is included. Additional paper may be used if required.

Summary of documentation

Please use the space below to list the supporting documentation submitted as part of the claim. This should include outstanding documentation to be submitted at a later date, with an expected submission date and reason for delay. Refer to the guidance notes for information on required standards of documentation.

Declaration

I confirm that the information provided in this form, and any additional documentation relating to this request is, to the best of my knowledge, true and accurate.

Signed: 

Date:  

Once completed, this form and all supporting documentation should be submitted to:

1. **Val Archer**, School of Physics and Astronomy, Room 110, G.O Jones Building, Queen Mary University of London, Mile End Road, London, E1 4NS. Tel: 020 7882 6962, Email: v.archer@qmul.ac.uk
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