How to apply for Evidence Based Extenuating Circumstances



SURREY

It is important that you **read all the information here** <u>Extenuating circumstances | Exams and assessments |</u> <u>MySurrey</u> before making an application, as well as the full regulations for ECs. You can also find key support contacts if you are considering an application – we are here to help you if you need us.

Extenuating circumstances are not a replacement for getting additional support. If you think you are experiencing ongoing issues that are impacting your studies, please <u>seek support</u> as soon as possible.

How to submit an application

- 1. Log in to Student self-serve with your usual Surrey login details <u>https://sits.surrey.ac.uk/live/sits.urd/run/siw_lgn</u>
- 2. Click Extenuating Circumstances at the top of the page to access the application process.

Welcome	Applications	Registration -	Extenuating Circumstances	Letters	Modules 🔻	+	
irrey Self-	Service						
							Quick lin
r application to Su purse onal details ur modules and vi .g. council tax exe ur personal tutor .earning Developr support appeals te research inform	urrey ew your assessme emption (where ap meetings nent workshops (/ mation (supeoidio	ent results opropriate) Academic Skills and	Development, and Maths and S	Statistics Adv	ice)		
online services off	ered by the Unive	rsity	con, workshops and milescones	o, for postgr	auuate research		

- 3. You will be taken to a page that explains what the Extenuating Circumstances process can be used for and the types of requests you can submit. The second half of the page details the **types of applications that require** evidence to support your request.
 - A standard extenuating circumstances application that can provide deferrals or extensions of 10 university working days.
 - An exceptional extenuating circumstances application that can provide deferrals or extensions of 15 university working days (only for very exceptional circumstances).
 - A backdated temporary withdrawal.
 - A request for an extension to your registration.
- 4. To start an evidenced based application, select the relevant blue button at the bottom of the section.

Evidence Based Application				
In the course of your studies, you may experience circums	tances that temporarily make it impossible for you to:			
 Participate in your programme Meet a deadline for the submission of an assessme Attend an examination. In Semister test, or other a Undertake an examination. In Semister test, perfor 	nt isessment related event mance or other assessment related event			
Evidence-based EC applications allow you to request an ex	tension off@University-working days (15 University worki	ing days in truly exceptional circumstances) or a deferral to the next availab	ble opportunity.	
Please be aware that:				
 All extensions are from the original assessment dea You can extend an approved self-certified EC applic will receive the self-certified EC application back to re 	dline, regardless of when you submit your application ation as long as you have supporting evidence. However, y use during the semester within which it was granted.	your deadline will still be from the original assessment deadline (10 Univer	rsity working days in total). If you use an evidenced-based EC app	ication in this way and it is approved, you
Throughout the course of your studies, you may also need	to apply for:			
 a backdated temporary withdrawal an extension to your registration a further extension to an existing withdrawal, a new 	period of withdrawal or an additional extension to your p	period of registration - all of which require yet to submit evidence with you	ur request, so please use the evidence based application option.	
Existing Requests				
				()
EC Reference Code	Type	Created	Status	Action
EC-6631400-010	05/Dec/2023	Application Withdrawn		
Start new evidence application (10 university working o	lays) Start new Ecceptional evidence applicat working days)	Son (13 university Start new Backdated Temporary W	Which weak Start new ordension to regist	ration application

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Then click 'continue'.

circumstances.

5. Select the dates for the period your circumstances have affected your ability to participate with or submit your assessments by clicking in the '*From*' and '*To*' fields. When you click in the fields, a calendar will appear for you to select your dates from.

Extenuating Circumstances Application	
Please indicate the period during which your circumstances affected your a	ability to participate in your programme/studies:
From*	
то*	
Please select from one of the following*	Choose an option
If other please specify below :	
/	Save and Continue
If you select 'other exceptional circ affect your academic ability' the fre become available for you to explai	u <i>mstances which</i> ee text box <u>will</u> n your

In the '*Please select from one of the following*' field, click the <u>drop down</u> arrow to bring up the 7 options to choose from to identify the reason for your <u>need</u> to submit an Extenuating Circumstances request.

Select 'save and continue' to move on to the next stage of the application.

6. Select the modules you wish to include in your application from the list – click 'Select Assessments'

Select Assess Use this screen to select w	ments hich assessments are affected by the request. Please note that Exa	ms online tests and group projects can not be extensed and will be deferred to the earliest opportunity.		
Select a Module				
Module	Module Name	Summary	Select	
POL3065	US FOREIGN POLICY IN TRANSITION	0 of 1 assessments linked to request	Select Assessments	
POL3082	POLITICAL COMMUNICATION	0 of 2 assessments linked to request	Select Assessments	
		Stip		

7. You will then have the option to select the specific assessment(s) to want to add to your application. Select the impact your circumstances will or have had on each assessment.



Then tick the 'select' box. Once you have ticked all the assessments you want to include, select 'Add to Request'.

8. You'll then be asked if you have included all of the assessments you wanted to – some assessments may not have been attached to your profile at the time you submit your application.

Assesments Confirmation		1
Have you selected all the assessments you want to include? No Please add any assessments that you wish to include here*	· · · · · · · · · · · · · · · · · · ·	
	Back Continue	

If you are happy that you have included all the assessments that you wanted to, select the drop-down arrow and *'yes'* then *'continue'* to move on to the next stage of the application.

Have you selected all the assessments you want to include? Please add any assessments that you with to include here* Back Continue	Assesments Confirmation		
Please add any assessments that you wish to include here* Back Continue	Have you selected all the assesments you want to include?	No 💌	
Back Continue	Please add any assesments that you wish to include here*		
		Back Continue	

If you want to include assessments that weren't available for you to choose, select '*No*' and use the free text box to detail the module code, and assessment details. Then select '*Continue*'.

9. You will then be asked to provide evidence to support your application. Select the '*Browse and Upload*' button to access your evidence documents.



10. If you aren't submitting evidence at the time you submit your application, use the drop-down arrow to select the relevant statement to say why you aren't submitting evidence.



If you select that you have '*Previously submitted evidence / ongoing condition*' you will be asked to detail the previous application reference number that you submitted evidence for that you believe covers your current application.



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Then click click 'Next' to continue

11. Review all the information you have provided within your application and click the confirmation '*I agree*' box.

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ation	
that:	
ne information I have entered on my application is correct to the best of my know nave, where appropriate. uploaded my evidence to support my application. understand that appropriate staff will have access to the information provided in i	ledge. relation to my request.
ote after you have submitted your application, you will no longer be able to make	any amendments or upload additional documer required)*
	Exit

If you need to change any of the information before you submit your application, select the '*Amed*' button at the bottom of the relevant summary.

Description of the Extenuating Circumstances	
Evidence Based Sub Type Submitted Date Summary Have you included all assesments ? Additional Comments	
Nature of the dircumstance	Amend
Assessments Affected	

12. Once you're happy with the information you have provided, '*Submit*' your application. Your application will then be added to a queue for an administrator to review. Once it has been reviewed you will receive an outcome via the EC system and an email to your university email account. You should expect to receive an outcome with 5 university working days.

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	Amend Evidence
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	Exit

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