How to apply for Evidence Based Extenuating Circumstances

During your studies, you may experience unforeseen exceptional circumstances that temporarily impair your ability to participate in your programme, submit your assessments or attend examinations or other assessment-related events such as an in-semester test or a performance.

It is important that you **read all the information here** Extenuating circumstances | Exams and assessments | MySurrey 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 seek support as soon as possible.

How to submit an application

1. Log in to Student self-serve with your usual Surrey login details
   https://sits.surrey.ac.uk/live/sits.urd/run/siw_lgn

2. Click Extenuating Circumstances at the top of the page to access the application process.
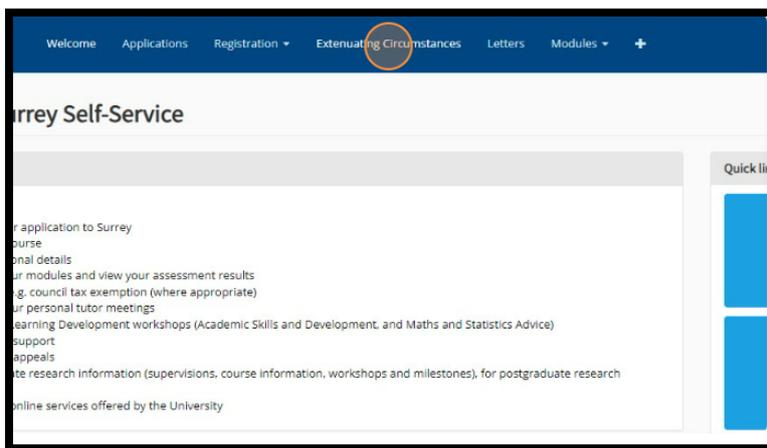
3. You will be taken to a page that explains what the Extenuating Circumstances process can be used for and the types of requests you can submit. The second half of the page details the **types of applications that require evidence to support your request.**
   - A standard extenuating circumstances 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.
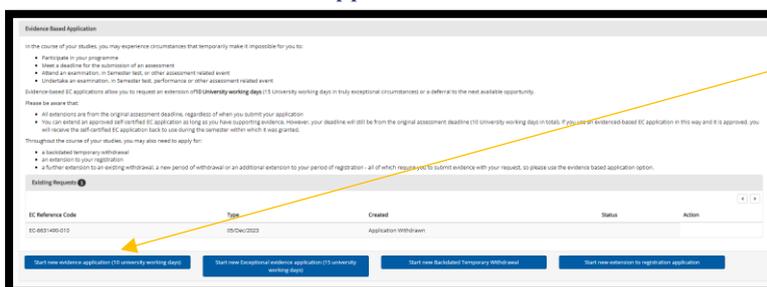
Then click '*continue*'.

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.

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

If you select '*other exceptional circumstances which affect your academic ability*' the free text box will become available for you to explain your circumstances.

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*'

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.

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.

Terri Parrish January 2024

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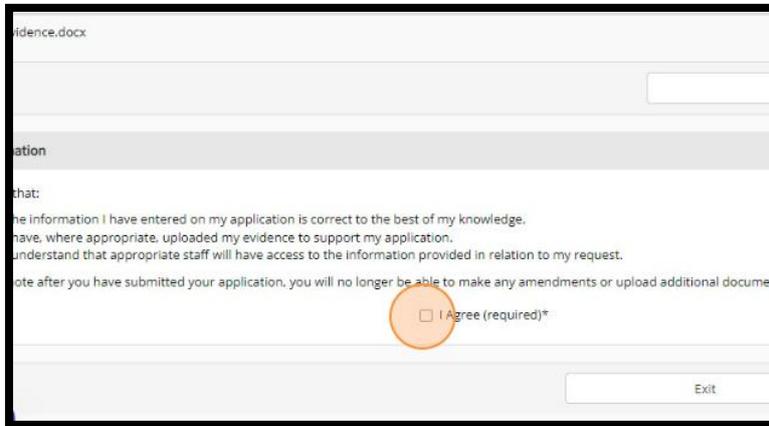
9. You will then be asked to provide evidence to support your application.
   Select the 'Browse and Upload' button to access your evidence documents.

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.

Then click click '*Next*' to continue

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

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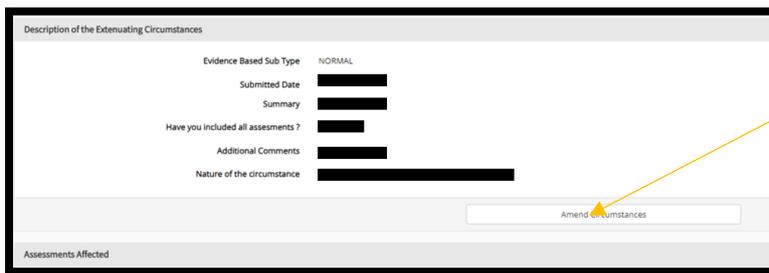
12. Once you're happy with the information you have provided, '*Submit*' your application. Your application will then be added to a queue for an administrator to review. Once it has been reviewed you will receive an outcome via the EC system and an email to your university email account. You should expect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

Terri Parrish January 2024