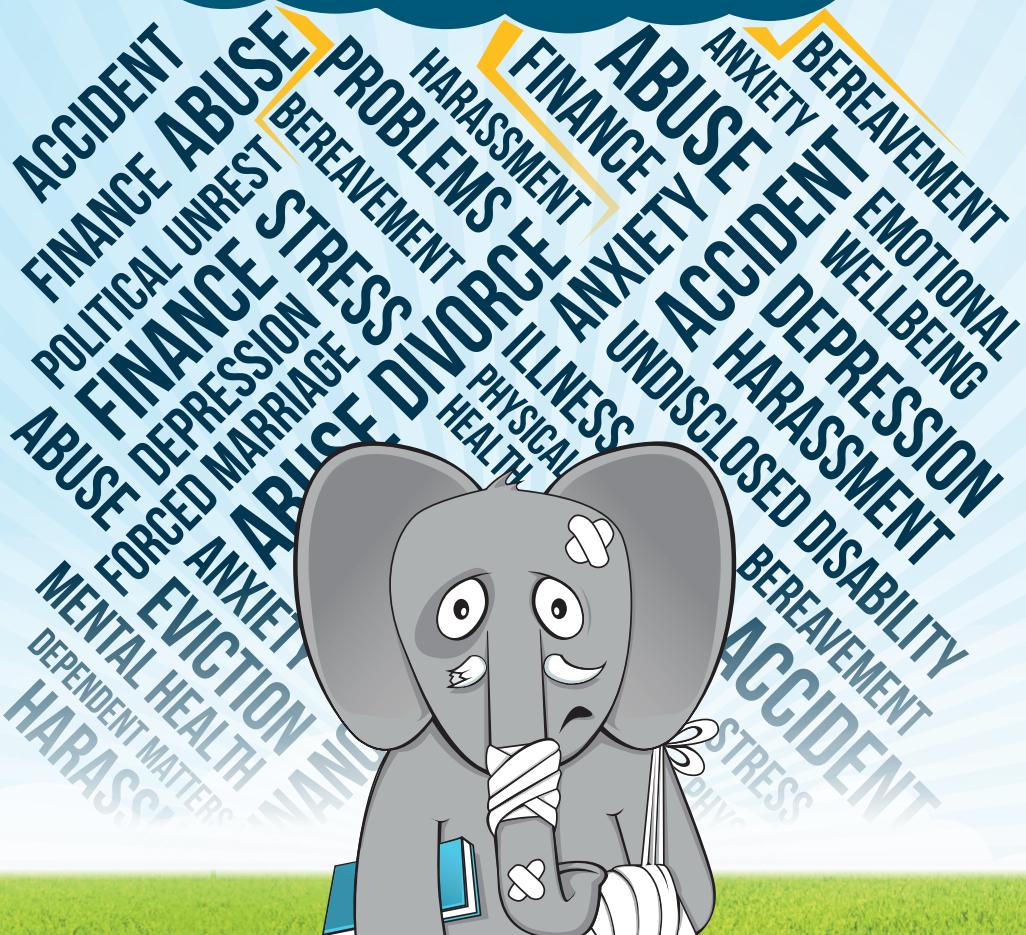


EXTENUATING CIRCUMSTANCES



ARE PERSONAL CIRCUMSTANCES EFFECTING YOUR REVISION AND EXAMS?

Visit guildofstudents.com/extenuatingcircumstances for full information

We all face problems from time to time that can impact on our daily lives and Studies. As a society we are not great at talking about our problems and how they affect us, so they often become the 'elephant in the room'.

However, it is important to look after yourself and ensure you are in the right frame of mind to be able to fully focus on your assessments and exams.

What are Extenuating Circumstances?

Extenuating Circumstances (ECs) are problems that may arise and affect your studies and performance. Problems such as significant illness, accident or injury, being a victim of criminal activity, Eviction, Divorce, Depression or other diagnosed Mental Health conditions, Abuse, Forced Marriage, Financial crisis, Undisclosed Disability or Political Unrest.

How can I apply?

To apply for ECs you have to inform your department and complete the University's 'Extenuating Circumstances' form, and/or if you need to request alternative modes of study, a 'Request for Alternative Arrangements for Centrally Coordinated Examinations' form. Take time to include all of the relevant information and evidence, ensuring you keep a copy of everything for your own records.

Depending on your circumstances the Board of Examiners will take the information that you submit into account when making recommendations about your progress or results. You may be able to get coursework extensions, exam deferrals or other potential outcomes.

The University, Schools and Departments will have published deadlines for the submission of ECs so ensure you know what these are. The University places the responsibility on you to disclose ECs to your School and to submit the necessary evidence and documentation on time.

What happens if I am unwell on the day of or during an examination?

In cases where you have been ill during an examination and were unable to raise this before or during the examination, then you could submit an Extenuating Circumstances form along with relevant evidence within 24 hours of the examination in question.

Who can help?

Contact your Welfare Tutor/Extenuating Circumstances Officer for your School in the first instance.

If you have any questions about the ECs process then you can contact...

GUILD ADVICE

Location: Guild of Students, Ground Floor

Email: guildadvice@guild.bham.ac.uk

Phone : 0121 415 8965

Opening times: 11-3pm Mon-Fri, with Advisors on hand between 12 and 2pm.

Or, if you're living in university accommodation then you can also contact:

STUDENT MENTOR SCHEME

Location: Vale Hub, Vale Village

Phone: 0121 415 8568

Email: mentorwelfare@guild.bham.ac.uk

Opening times: 4-8pm, Mon-Fri (term-time only)

For further information on the EC process, visit:

guildofstudents.com/extenuatingcircumstances

Or <https://intranet.birmingham.ac.uk/as/registry/policy/extcircs/index.aspx>

