

# EXTENUATING CIRCUMSTANCES APPLICATION FORM

Submit your completed application form **by email** to hequality@tameside.ac.uk.

**IMPORTANT**: The college expects students to submit applications following the process outlined in the [HE Extension and Extenuating circumstances policy.](https://he.tameside.ac.uk/about/policies)

You should use this form if:

* your performance has been significantly adversely impacted by a serious health/personal circumstance; and/or
* you require an extension in the final month of your course.

For examples of circumstances that are likely and unlikely to be accepted see [HE Extensions and Extenuating circumstances policy.](https://he.tameside.ac.uk/about/policies)

You may apply for Extenuating Circumstances for one or more assessment/s throughout an academic year. Applications should be submitted at the earliest opportunity, preferably before the submission deadline or as soon as possible after an assessment deadline or exam. Applications should be made no later than 10 working days after your final results are confirmed.

Complete all sections of the form and attach your documentary evidence (see [Appendix 2 of the HE Extensions and Extenuating Circumstances policy](https://he.tameside.ac.uk/about/policies) for examples of suitable evidence). Submit your completed form, with evidence attached, by email to the HE Quality Officer hequality@tameside.ac.uk.

You will receive an acknowledgement email within 5 working days. You will receive a decision (by email) within 10 working days. If your application is successful, you will receive details of a support plan, including a new submission date/s if relevant, in the decision email. These emails will be sent to the **email address given on this form.**

Name: (Please Print)

Email……………………………………

Student ID Number:

Course:

Year of Course: …………

This submission is relevant to the following module/s:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Module/Unit Code** | **Module/Unit Title** | **Type of Assessment** | **Deadline/ Exam Date** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |

Please describe the extenuating circumstance you are experiencing, continue on a separate sheet of paper if necessary. **Please attach supporting evidence documentation**:

….....................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................

In what way is this effecting/ or has affected your performance/results:

…...................................................................................................................................................................................................................................................................................................................................................................................................

Please describe the adjustment you are seeking - this may not be the course of action the

college agrees but this is your opportunity to suggest a way forward:

……………………………………………………………………………………………………………………………….......................................................................................................................................................................................................................

Student Signature: ………………..…………………………Date: …………………………….

**THE FOLLOWING SECTION TO BE COMPLETED BY SCHOOL EXTENUATING CIRCUMSTANCES LEAD**

**Application approved:** Yes No

Student record updated:Date:

# Data Protection, Confidentiality, and Information provided:

We are committed to ensuring that we comply with the requirements of the [Data Protection Act 2018](https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted) during this process. All information included in this application will be managed and stored in accordance with our [Data protection Policy and Data retention policy](https://www.tameside.ac.uk/gdpr/)

Confidentiality of the process is also linked to our [Safeguarding Policy: Children/Young People and Vulnerable Adults](https://he.tameside.ac.uk/about/policies)