

Reason for Extenuation	What <u>would</u> be considered as an Extenuating Circumstance	What <u>would not</u> be considered as an Extenuating Circumstance	Examples of evidence which <u>would</u> be accepted	Examples of evidence which <u>would not</u> be accepted
Acute/Chronic Medical Conditions	<p>Unforeseeable debilitating physical or mental health condition which would directly affect your ability to complete coursework on time, attend an exam, or which may result in poor performance during an exam.</p> <p>Serious illness or medical condition of a dependant, e.g. child or spouse or parent; Flare up of an existing medical condition which a medical practitioner has verified as unforeseeable.</p>	<p>Ongoing/long-term medical conditions that are not unforeseeable;</p> <p>Minor illnesses such as a cold;</p> <p>Conditions which are not sufficiently close to the submission or exam date.</p>	<p>GP or Hospital Letter; Fitness to Work Certificate; Written evidence from a Medical Practitioner</p> <p>Evidence which covers the dates affected which demonstrates the impact on the claimant;</p> <p>If the surname is different to the claimant's then proof of relationship e.g. birth certificate, marriage certificate</p>	<p>Photographic images of an injury, images of medication, prescriptions, generic appointment letters, evidence not written in English (translation would be required).</p>
Bereavement	<p>Death of a close relative e.g. parents, siblings, child, partner or spouse.</p>		<p>Death certificate or equivalent;</p> <p>If the surname is different to the claimant's then proof of relationship e.g. birth certificate, marriage certificate</p>	<p>Funeral programme; evidence not written in English (translation would be required).</p>

			Medical evidence to demonstrate the impact on the claimant.	
Trauma	<p>Victim of serious crime</p> <p>Involvement in a natural disaster or terrorist incident; Major unforeseeable disruption to home life, e.g. fire.</p> <p>Domestic/family incident, e.g. marriage breakdown/divorce</p>		<p>Written report from Police or other legal authority e.g. solicitor;</p> <p>Written evidence from medical practitioner, police, other legal authority etc.</p> <p>Evidence from a Solicitor or GP; evidence of the impact that it has had on the claimant.</p>	<p>Crime reference number or police telephone number etc, claimants must seek and provide evidence themselves;</p> <p>Photographic evidence;</p> <p>Court summons; appointment letters.</p>
Care giving	Sudden, unforeseeable change in circumstances which results in unexpected care giving responsibilities, for a close relative, e.g. child or parent.	Ongoing care responsibilities for a child or dependent, parent which have not recently changed and a student would be expected to take into account to fit around their university responsibilities.	Evidence of sustainable care arrangements for e.g. child/parent which have unexpectedly changed. Evidence from GP or similar authority, e.g. social worker, solicitor.	Letter from family member, generic appointment letters for medical condition of family member.
Pregnancy	<p>Sudden, unexpected incident, e.g. miscarriage, premature birth, still birth.</p> <p>A medical condition caused by pregnancy which impacts</p>	Retrospective disclosure to the university of a pregnancy – students should inform staff at the earliest opportunity of their pregnancy so that reasonable adjustments can	Evidence from a Doctor; hospital; midwife; nurse.	Generic appointment letters; prescriptions; hospital images/scans.

	on a student's ability to meet deadlines.	be arranged around the student's due date if this clashes with deadlines.		
Court appearance	Jury duty; attendance at court required by law as a witness, defendant or claimant.	Attending court to support a relative or friend.	Documentary evidence provided by court or other legal authority, e.g. lawyer/solicitor.	Newspaper articles concerning case.
Miscellaneous	Eviction	Any incidences which occurred a significant amount of time before the submission or exam date; Moving home; Holidays; Local travel disruptions; Failure of IT equipment; issues covered under the complaints and appeals procedure.	Evidence of unforeseeable change in circumstances which has a direct impact on the claimant, e.g. letter from council, solicitor, court, GP	Generic letters relating to rent arrears or debt without proof of eviction.