

## GUIDANCE TO STUDENTS

INTRODUCTION OF EXTENUATING  
CIRCUMSTANCES STATEMENT (ECS)

Please note that this is an update to the information contained in your Programme Handbook for session 2016/17 regarding claims of mitigation.

From session 2016/17, the University's mitigation system is being replaced by an Extenuating Circumstances Statement, a self-certified process.

Details of the main changes to the process are noted below:

- Third party evidence is not required to support an ECS;
- You do not have to provide a reason for not submitting an assessment or attending an exam or class test. However, you should continue to inform your lecturer or Programme Leader of any difficulties that may affect your academic performance to ensure that support can be put in place, when required.
- If you do not believe that you can submit an assessment or attend a class test or exam due to your circumstances, or if after you submit an assessment or attend an exam or class test you decide that your extenuating circumstances have affected your performance, you have up to 48 hours after the submission date or attendance/non-attendance at the exam/class test, to submit an ECS. Please note that any submission of an ECS after 48 hours from the hand-in date or exam date will be viewed as invalid and discounted.

If you have extenuating circumstances that have adversely affected your assessment performance or ability, you should complete an on-line ECS. The ECS is available via self-service Banner.

You are advised to note the following when completing an ECS:

- You should consider other options available to you and discuss these with your lecturer or Programme Leader, e.g. a period of academic interruption prior to submitting an ECS.
- If you submit a piece of coursework or sit an exam or class test and have not submitted an ECS, you are declaring that you wish any mark achieved for that assessment to stand. This is the concept called 'fit to sit'.
- If an ECS has been submitted by the deadline, the assessment associated with the claim will be allocated a zero mark and cannot be altered or appealed. This decision will be final. It is important therefore that you understand the consequences of submitting an ECS.
- You have a maximum of 2 years in which to pass all the assessments associated with a module (unless a Professional Statutory Body requirement supersedes this, e.g. Nursing & Midwifery Council – where this is the case, your Programme Leader will provide more information).

Further information and guidance notes can be accessed via the Student Administration website – or by emailing [extcircum@uws.ac.uk](mailto:extcircum@uws.ac.uk)

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