

What are extenuating circumstances (ECs)?

Extenuating circumstances are exceptional events or issues that meet the following criteria:

- a) They are outside your control;
- b) They last no more than 4 weeks;
- c) They might stop you from finishing your work on time.

Can a successful application for extenuating circumstances improve my marks?

No, a successful application for extenuating circumstances will not make a difference to the mark given to that work.

What can a successful application for extenuating circumstances be used for?

- a) To get extra time to complete an assessment;
- b) To remove a 40% 'cap' on an assessment (50% cap on post-graduate.)

When can I make an application?

Applications can be made up to four (4) weeks before an assessment deadline and up to two (2) weeks after.

Applications made outside of this timeframe will only be considered in exceptional circumstances.

How many times can I apply for ECs?

There is currently no limit on the number of times you can apply for ECs, however if you are applying multiple times throughout the year or have approved ECs on multiple modules then you may wish to consider other options available to you. We need to point out that if you have too much work (more than 40 credits) outstanding at the end of the year you may not be able to progress to the next level of study.

Intermittence may be an option for someone experiencing longer term difficulties. If you are managing a long term health condition and do not have an ILP (Individual Learning Plan) in place then contact the Accessibility team to discuss the appropriate support going forward.

You may also need to consider how much teaching you have missed so speak to your course team about putting a plan in place to help you manage your outstanding work.

You may also want to contact Student Services about other support to help you get back on track with your work.

When will I find out if my application has been successful?

Applications are usually processed within 3 working days.

Please note that at times of highest demand it may take a little longer, but you will be notified if this is likely to be the case.

How will I find out if my application has been successful?

You will receive an e-mail to your University e-mail address advising you to log in to your application on My Falmouth to view the outcome.

What will my new deadline be?

You will be set the next Institutional Deadline and this date will be shown in MyFalmouth

There are three institutional deadlines in each academic year: Feb, June and October.

How do I submit my work?

This will also will be confirmed in the results release at the end of the study block.

Can I submit my work before the deadline?

You can submit your work anytime between the results release and the deadline.

Can I still submit my work even if I've had an application approved?

Just because you've made a successful application you don't have to use the extra time. You can still submit your work for the original deadline (including the 7 day grace period). If you submit within the grace period with an approved EC in place then your mark will not be capped.

When do I get my marks?

You will get provisional marks within 3 weeks of the deadline. Your final outcome will be determined at the next scheduled assessment board.

Will I still be able to attend graduation if I have an EC approved?

As a third year if you have an EC in place for Study Block 2 work and make the decision to use it then unfortunately you will not be able to attend graduation. This is because the next scheduled assessment board to confirm your marks is held after graduation has taken place.

What evidence do I need?

The evidence must be from an independent source.

The evidence needs to match the circumstances.

The evidence must match the date (s) of the circumstances.

The evidence must be new and cannot be used on multiple claims.

What kind of evidence would be accepted?

For examples please view the Extenuating Circumstances Sample Situations document.

How do I provide my evidence and in what format?

You will be required to upload scanned or photographic evidence.

What if I cannot provide evidence?

Speak to the EC team, they can give you advice on what is required or what other options there may be.

How long do you keep the evidence?

We will keep your evidence in line with the University Document Retention Policy which is six years.

What if I do not yet have the supporting evidence?

If you make an application without evidence, you have up to 2 weeks to submit your evidence.

Who will know what about my application?

The details of your application and the evidence you provide to support will only be seen by the EC team.

Your course team will only be notified that you have made a successful application for extenuating circumstances. No further details will be shared with them unless you give us permission to do so.

What if I do not agree with the decision made about my EC application?

If you do not agree with the decision made, you may be able to appeal. You can only make an appeal after the marks for the assessment in question have been confirmed as part of the results release at the end of the study block.

Please check the Regulations, Policies & Procedures for Students on the Falmouth University website for further information on appeals.

If you need more support with your EC application please contact ec@falmouth.ac.uk

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