

Extenuating Circumstances

FAQs

2022 - 2023

What are Extenuating Circumstances?

Extenuating Circumstances (ECs) are events or issues that:

- a) are exceptional;
- b) are outside your control
- c) should be corroborated by independent evidence
- d) are likely to have a negative impact on your ability to undertake or complete assessments
- e) are short term, lasting no more than 2 weeks

What can they be used for?

They can be used to gain extra time to complete an assessment if you were unable to submit or attend your assessment for the published deadline

How do I make an application?

Log in to MyFalmouth and go to the Extenuating Circumstances tile, click on New Application and follow the process from there

When can I submit my application?

You can submit your application no more than four weeks before your deadline and up to two weeks after if you need to remove a late cap

How much extra time will I get?

- You will have 2 options when applying; a self-certified EC, which requires no evidence, or a standard application which will require supporting evidence
- An approved self certified EC will give a one week extension, a standard EC will give a two week extension

What is self certification?

- Self certification is where you describe on the application the situation that is preventing you from submitting your work and why you require an extension but we will not ask you for supporting evidence
- Your situation must meet the requirements of the EC policy
- If approved you will get a one week extension to your deadline
- You can only make **two self-certification applications in one academic year**

What is a standard EC?

- A standard EC is where you describe on the application the situation that is preventing you from submitting your work and why you require an extension but we will ask you to upload evidence to support your application
- If approved you will get a two week extension to your deadline

What sort of evidence should I upload?

You can view the sample situations and evidence requirement document [here](#)

Can I upload the evidence later if I don't have it?

No, you must supply the supporting evidence at the point of making your application

What if I don't have any supporting evidence?

If you have been in touch with University support services such as Wellbeing, Living Support or Accessibility and they are willing to support your application you will not need to supply additional evidence

Can I apply for another EC?

- If you can't meet your extended deadline then you can't apply for another EC for the same reasons
- You can apply again if something brand new has happened in the time since your last application
- You can't apply for the one week self-certification and then apply for a two week EC extension for the same reason. You can apply for a different reason but approval will only extend the deadline by an additional week on top of the existing self-certified EC
- You also can't apply for a one week extension on an already approved two week extension

Can I apply for an EC if I have an ILP?

- If you've adjusted deadlines (AD's) as part of your ILP reasonable adjustments then you shouldn't apply for an EC
- You'll need to make an application for adjusted deadlines via your ILP tile in MyFalmouth
- If you've tried to meet your AD deadline and something new comes up that isn't associated with your ILP then an EC application can be made, i.e. you have an ILP due to depression/anxiety and you get your adjusted deadline in place then suddenly you get tonsillitis, you can then apply for an EC on top of your AD.

What if I can't make the new EC deadline?

- If you cannot meet the deadline then you will be recorded as a non submission. You will need to discuss next steps with your student advisor or personal tutor
- An intermittence may be a better option for you, or your course team may consider a Health Wellbeing, Support for Study plan might be best placed to support you
- You can also apply for an Individual Learning Plan via the Accessibility team if you have a long term medical or mental health issue

What if I decide to submit my work?

- If you submit your work for the original deadline your approved EC will just be voided
- If you submit your work for the original deadline you cannot then use your EC for extra time to improve it
- If you are waiting on an EC decision and decide to submit your work for the original deadline your submission stands. If you subsequently receive an approved EC decision you cannot retract your work to improve on it