

EC Sample Situations and Evidence Requirements

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This guide outlines the commonly accepted and declined Extenuating Circumstances (EC) that may affect a student's ability to meet assessment deadlines. It explains the types of evidence typically required and highlights key considerations when submitting an EC application. The aim is to support students in preparing valid, well-evidenced applications.

Medical or Health-Related Circumstances

Situation	Suggested Evidence	Likely Outcome	Important Notes
Short illness, accident, or acute episode of a long-term condition	<ul style="list-style-type: none"> NHS App screenshot Medical/counsellor correspondence Hospital paperwork Appointment confirmation (excluding future dates) Photo of your prescription 	Approve	All evidence must be dated within the four weeks leading up to your deadline.
Known long-term condition (ILP not used)	n/a	Decline	Use ILP for deadline extensions unless the circumstances are unrelated to their ILP.
Scheduled surgery or pregnancy-related health issue	<ul style="list-style-type: none"> Hospital/Midwife correspondence Appointment confirmation (excluding future dates) Photo of your prescription 	Approve or Exceptional Cases	Pregnancy must be confirmed. Surgery may require additional review.
Mild depression, cold, or common assessment stress	n/a	Decline	Not considered valid grounds.

Personal or Family-Related Circumstances

Situation	Suggested Evidence	Likely Outcome	Important Notes
Bereavement (within 3 months)	<ul style="list-style-type: none"> Relationship to deceased Name and date of death 	Approve	The application process will guide you through the information required.
Bereavement (older than 3 months)	<ul style="list-style-type: none"> Student Services or medical contact Appointment confirmation Photo of your prescription 	Approve	Support must be recent and documented.
Severe emotional/mental stress from personal issues	<ul style="list-style-type: none"> Student Services or medical contact Appointment confirmation Photo of your prescription 	Approve	All evidence must be dated within the four weeks leading up to your deadline.

(e.g. family breakdown, housemate disputes, relationship issues)			
Emergency Housing Issues	<ul style="list-style-type: none"> • Living Support/ Accommodation team recent contact • Landlord/ Letting Agent correspondence • Letting contract with dates 	Approve	All evidence must be dated within the four weeks leading up to your deadline.
Domestic violence, harassment, stalking, victim of a crime	<ul style="list-style-type: none"> • Police Report • Student Services or medical contact • Recent contact with Victim Support 	Approve	
Jury duty	• Court document	Approve	
Mandatory national service	• National service documentation	Approve	
Unexpected short term financial difficulty	<ul style="list-style-type: none"> • Recent contact with Student Funding/Finance • Redundancy notice 	Approve	
Part-time student employment issues	<ul style="list-style-type: none"> • Letter/email from line manager • Course team contact 	Approve	All evidence must be dated within the four weeks leading up to your deadline.
Full-time student workload or part-time job conflict	n/a	Decline	Workload is considered manageable and not grounds for EC.

Circumstances Typically Not Approved for EC

Situation	Suggested Evidence	Likely Outcome	Important Notes
Anticipated or manageable issues (e.g. cold, stress, travel, technical problems, workload, file submission errors, transport delays)	n/a	Decline	These issues are foreseeable and must be planned for by students.
Pet sickness or accident	<ul style="list-style-type: none"> • Vet letter • Clinic bill or insurance documents 	Approved in exceptional cases only	Must be reasonable and unforeseen.
Claims submitted too early or late	See related situations	Approved in exceptional cases only	We will review each application on a case by case basis.

Caring Responsibilities or Support for Others

Situation	Suggested Evidence	Likely Outcome	Important Notes
Urgent support for ill family/partner or children (including paternity/maternity or childcare emergencies)	<ul style="list-style-type: none"> • Medical documentation • Appointment confirmation (excluding future dates) • Course team support • Childcare provider correspondence 	Approve	Accepted only after the event. Must include name and relationship.
Planned support for family/partner/children for minor illness/surgery	n/a	Decline	Students are expected to plan accordingly.
Supporting friends or housemates with health issues	<ul style="list-style-type: none"> • Student Services or medical contact • Appointment confirmation (excluding future dates) • Photo of your prescription 	Approve	Must show how it impacted your ability to study or meet deadlines.