

Extenuating Circumstances – Frequently Asked Questions (FAQs)

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This document provides an overview of Extenuating Circumstances (ECs), outlining when and how students can apply for extensions to assessment deadlines due to short-term, exceptional issues beyond their control. It explains the differences between self-certified and standard applications, evidence requirements, the role of Individual Learning Plans (ILPs), and what happens if deadlines are missed or work is submitted early.

What are Extenuating Circumstances (ECs)?

Extenuating Circumstances are short-term, exceptional events or issues that:

- Are outside your control
- Are likely to affect your ability to do your work
- Last no more than two weeks
- Can be supported by evidence (or self-certified for short extensions)

What can ECs be used for?

You can apply for ECs to:

- Get extra time for an assessment you can't complete on time
- Remove a late penalty if you submitted during the grace period

How do I apply?

Applications must be made via [MyFalmouth](#) by selecting the Extenuating Circumstances tile.

- You can start an application, save it, and return to finish it later.
- You can apply up to four weeks before your assessment deadline.

Types of EC applications

1. Self-Certified Application

Self-certification allows students to request a short extension without needing third-party evidence, but they must still explain their circumstances and meet the criteria set out in the Extenuating Circumstances policy. It is typically used for short-term illness or unexpected events and is limited to two applications per year.

- No third-party evidence required
- Provides a 5-working day (one week) extension
- Limited to two self-certified applications per year

2. **Standard Application**

A standard Extenuating Circumstances (EC) application requires students to explain the situation preventing them from submitting their work and to provide supporting evidence. If the application is approved, a 10-working day (two-week) extension is granted.

- Requires supporting evidence
- Provides a 10-working day (two week) extension

Students can apply for multiple assessments in one submission. It is recommended they consult with their Personal Tutor or Student Advisor when doing so.

What kind of evidence do I need for a standard EC?

Students should refer to the University's Sample Situations and Evidence Requirements document.

- If unsure, they may email: ec@falmouth.ac.uk
- Evidence should be uploaded with the application when possible
- If a student is working with Wellbeing, Living Support, or Accessibility teams, they may authorise the University to request supporting information directly

Can I submit multiple EC applications?

- A second EC request cannot be made for a short extension on top of an already approved standard EC
- If the same issue persists after a self-certified extension, a new standard application with evidence can be submitted
- New issues qualify for a separate EC request

ECs and Individual Learning Plans (ILPs)

- If students have adjusted deadlines (ADs) as part of an ILP, they should use the ILP process first
- Adjusted deadlines must be activated through the [MyFalmouth](#) ILP tile
- If new, unrelated circumstances arise after using an ILP, students can submit an EC application (e.g., a student with anxiety who contracts an unrelated illness.)

What if students miss their new EC deadline?

- Failure to meet the EC deadline results in a non-submission

- Students should seek guidance from their Personal Tutor or Student Advisor
- In some cases, an intermittence (temporary pause in studies) or a Health and Wellbeing Support for Study plan may be discussed
- Students with a condition meeting the [Equality Act 2010 definition of disability](#) may apply for an ILP via [MyFalmouth](#)

What happens if a student decides to submit?

- Submitting by the original deadline renders the EC void
- The work will be marked as normal; extensions cannot be used to improve work already submitted
- If a student submits while awaiting an EC decision, that submission stands and cannot be withdrawn or improved upon later

For further information:



Email: ec@falmouth.ac.uk



MyFalmouth: <https://myfalmouth.falmouth.ac.uk>



Equality Act 2010: <https://www.legislation.gov.uk/ukpga/2010/15/contents>