## Appendix C:

Extenuating Circumstances Notification Form

**(only for use by students who cannot access MyAccount)**

Part A: Personal Details

|  |  |
| --- | --- |
| **Student ID\*** |  |
| **First Name(s)** |  |
| **Surname** |  |
| **LSBU Email** |  |
| **Telephone Number** |  |
| **Course Name** |  |
| **School and Division** |  |
| **DATE CLAIM SUBMITTED** |  |

**\*Please note that we are unable to process claims which do not include a valid LSBU student ID number**

Part B: Assessment Details

Please list the examinations/assignments for which you wish to make a claim under this procedure (you must specify the precise modules and assessments to which your claim relates). If you are claiming for more than three assessments, please duplicate the table, below, or submit another form.

|  |  |
| --- | --- |
| Module Title |  |
| Assessment Name (e.g. Lab Report 1) |  |
| Assessment Type | Coursework / Exam |
| Assessment Deadline |  |

|  |  |
| --- | --- |
| Module Title |  |
| Assessment Name (e.g. Lab Report 1) |  |
| Assessment Type | Coursework / Exam |
| Assessment Deadline |  |

|  |  |
| --- | --- |
| Module Title |  |
| Assessment Name (e.g. Lab Report 1) |  |
| Assessment Type | Coursework / Exam |
| Assessment Deadline |  |

**If you are making an extenuating circumstances claim, please complete Part C and complete the Declaration in Part D and submit the form.**

Part C: Extenuating Circumstances

Do your extenuating circumstances relate to:

☐ **Serious personal illness**

☐ **Death or serious illness of a member of your immediate family or another person with whom you had a close relationship**

☐ **Serious disruption to public transport preventing your attendance at an examination**

☐ **Other (please describe in the space, below)**

|  |
| --- |
|  |

**Please describe the specific circumstances and how they affected your performance in the examination(s) or assessment(s):**

|  |
| --- |
|  |

Please ensure that you attach the relevant supporting information (see section 9.7 of the Late Submission and Extenuating Circumstances Notification Procedure). If you are unable to provide supporting evidence, please explain why, below. If you need additional time to obtain evidence, please submit this form now, and tell us in the space below when you will be able to obtain this evidence.

|  |
| --- |
|  |

Part D: Declaration

I declare that:

☐ **The information I have given on this form and in the attached documents is true**

☐ **By ticking here you are confirming that all the above details are correct and you wish to submit the claim outlined in this document for consideration by the University**

For correspondence regarding this form, please email: [extenuating-circumstances@lsbu.ac.uk](mailto:extenuating-circumstances@lsbu.ac.uk)

**Data Protection Statement**

Personal data collected on this form will only be used for the purpose of administering the Extenuating Circumstances Procedure or to identify support or services relevant to you. For further information see the Extenuating Circumstances Procedure and the Applicants and Students Privacy Notice: <https://www.lsbu.ac.uk/__data/assets/pdf_file/0007/127915/applicants-students-privacy-notice.pdf>