

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 (or self certified for a short extension)
- d) are clearly likely to have a negative impact on your ability to undertake or complete an assessment/s
- e) are short term, lasting no more than 2 weeks

What can they be used for?

An application for ECs 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 or to remove a late cap on work submitted during the grace period.

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
- You can always start your application, save it and go back to it if you need more time to think

When can I submit my application?

You can submit your application no more than four weeks before your deadline

How much extra time will I get?

- You will have 2 options when applying; a short self-certified EC, which requires no third party evidence, or a standard application which will require supporting evidence
- A self-certified EC will give a 5 working days (one week) extension, a standard EC will give a 10 working days (two week) extension

What is self certification?

- Self certification has been introduced this year and is common in the workplace where employees who are unwell can take off up to one week without having to provide medical evidence
- If self certifying you still need to describe the situation that is preventing you from submitting your work and this must meet the requirements of the EC policy
- If approved you will get a 5 working days (one week) extension to your deadline
- **You can only make two self certification applications in one academic year**
- You can apply for multiple assessments in one application. If you are considering applying for multiple assessments talk to your Personal Tutor or Student Advisor to help plan your assessment workload.

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 10 working days (two week) extension to your deadline

What sort of evidence should I upload?

You can view the sample situations and evidence requirement document for examples of the kinds of evidence we will accept. If you are still unsure after viewing this please contact ec@falmouth.ac.uk

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

You should upload evidence at the point of application wherever possible.

What if I don't have any supporting evidence?

If you are already in touch with University support services such as Wellbeing, Living Support or Accessibility about your circumstances please let us know in your application and we can request information direct from them.

Can I apply for another EC?

- You cannot apply for a short one week extension on an already approved two week extension
- If following the 5 working days short extension the same circumstances continue, you can make a further application with supporting evidence for those circumstances which would give an additional 5 working days (10 working days in total from the original deadline).
- If you have a new reason to make an application you can apply for a further 10 working days with accompanying evidence.

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

- If you have adjusted deadlines (ADs) as part of your ILP reasonable adjustments then make a request for ADs first (unless the reason you are applying isn't covered in your reasonable adjustments)
- You need to activate your adjusted deadlines via your ILP tile in MyFalmouth
- If you have tried to meet your AD deadline and something new comes up that is not associated with your ILP then an EC application can be made, e.g. you have an ILP due to a long term condition 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 you will be recorded as a non submission. You should discuss next steps and possible options with your student advisor or personal tutor.
- You may want to consider an intermittence (voluntary pause in studies) or your course team may arrange to discuss a Health Wellbeing, Support for Study plan
- If you have a disability, health condition or Specific Learning Difference which meets the definition of disability under the [Equality Act 2010](#) you can also apply for an Individual Learning Plan ILP through [My Falmouth](#).

What if I decide to submit my work?

- If you submit your work for the original deadline your approved EC will be void and the work will be marked
- 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 for 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 the work to improve your marks