

You have been impacted and are...	Due to submit coursework but need more time.	Due to take an examination but are unable to do so.	Experiencing illness or technical difficulties during an examination.	Struggling to complete all of your assessments.
You are eligible to be considered for...	An extension, in line with the impact of your circumstances. Can be self-certified up to a maximum of 14 days.	A deferral of the examination to the next available opportunity for an uncapped attempt.	Either: <ul style="list-style-type: none"> a short extension to account for the issue you experienced during the examination, or; a deferral of the examination to the next available opportunity for an uncapped attempt. 	A deferral of some of your assessments (coursework and/or examinations) to the next available opportunity for an uncapped attempt.
You should...	Inform your module co-ordinator and submit an Exceptional Circumstances application to your School, as soon as you are impacted, within three days of the coursework deadline.	Consider not taking the examination and submit an Exceptional Circumstances application to your School, by the specified University deadline.	Inform your School immediately of the issue and submit an Exceptional Circumstances application to your School, by the specified University deadline.	Speak with your Adviser of Studies to discuss your options and submit an Exceptional Circumstances application to your School, by the relevant deadline, in advance of your assessment deadline.
Your School will...	Consider your application, as soon as possible within the semester, and let you know the outcome.	Consider your application, at the end of the semester, and let you know the outcome.	Consider your application, at the end of the semester, and let you know the outcome.	Consider your application, at the end of the semester, and let you know the outcome.
If successful, you will be provided with...	Extra time to complete and submit your assessment, to make up for the impact of your circumstances.	An opportunity to take the deferred examination, normally in the summer, for full marks.	Either: <ul style="list-style-type: none"> your mark for the work you submitted late (within a short period of the deadline) or; another opportunity to take the examination, normally in the summer, for full marks. 	An opportunity to take the deferred assessments, normally in the summer, for full marks.

An example of each of these scenarios is outlined below to show you how the process works in practice:

Student A received a positive COVID-19 test result and experienced symptoms which meant that they were unable to submit a piece of coursework by the deadline. The student submitted an Exceptional Circumstances application, which included a statement describing their symptoms, evidence of their positive test result and a request for a 10 day extension. The School reviewed the application and permitted the student the additional time to submit their assessment.

Student B was caring for two young children, who had been directed to self-isolate, during the examination period and was unable to undertake two of their scheduled exams. The student submitted an Exceptional Circumstances application, which included a statement describing their situation and a request to defer their examinations. The School reviewed the application and the Board of Examiners permitted the student to undertake the deferred examinations, in the Supplementary Examination period in the summer, for full marks.

Student C experienced a technical issue during their online examination which resulted in them making a submission 45 minutes past the deadline. They immediately informed their School of the issue and also submitted an Exceptional Circumstances application, which included a statement of the issue encountered during the examination and evidence of their immediate contact with the School. The School reviewed the application and agreed that the issue experienced by the student accounted for the late submission. The late submission was accepted by the Board of Examiners and the student received their mark for the assessment.

Student D is a carer for an elderly parent who had been shielding throughout the pandemic. The student limited their own social contact and their caring responsibilities increased. Their mental health was adversely impacted as a result. The student struggled to complete or prepare for all of their assessments scheduled for the end of Semester 2 (two pieces of coursework and one online examination). They spoke with their Adviser of Studies and submitted an Exceptional Circumstances application by the School deadline, which included a statement describing their situation and a request to defer one of the pieces of coursework to the next opportunity. The School reviewed the application and permitted the student to undertake the deferred examination, in the Supplementary Examination period in the summer, for full marks. This allowed the student to adequately prepare for their other two assessments in Semester 2.