

## **HIGHER EDUCATION EXTENUATING CIRCUMSTANCES FORM**

This form should be completed by the student and sent to the Course Leader.

<b>Name of student</b>	
<b>BMet Student Number</b>	
<b>Course title</b>	
<b>Course Leader</b>	
<b>Unit title</b>	
<b>Assignment title/module code</b>	

Please describe below the relevant personal circumstances, outlining how these have disrupted your studies: You are also required to state how and when you will catch up with your assignment/assessment. The timelines and circumstances under which a claim may be accepted for extenuating circumstances are outlined in sections 8 and 9 of the college’s HE Assessment Policy.

Signed (*student*):

.....

Date:

.....

## **HIGHER EDUCATION EXTENUATING CIRCUMSTANCES FORM**

This form should be returned to and discussed with the learner by the Course Leader. A record must be retained by the curriculum area for at least 5 years, including supporting evidence and decision outcome. Please refer to the HE Assessment Policy for further information. In all cases, a summary of relevant detail should also be recorded on ProMonitor by the curriculum area.

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### **Outcome:**

*(To include if extenuating circumstances has been approved and the number of days extension given with an agreed deadline date for submission of work).*

Extension of 1 – 10 working days:

Signed (Department Manager):

.....

Date:

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