



HIGHER EDUCATION EXTENUATING CIRCUMSTANCES FORM

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

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

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 3 years, including supporting evidence and decision outcome. In all cases, a summary of relevant detail should also be recorded on ProMonitor by the curriculum area

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

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:

.....