

## Guidelines to Extenuating Circumstances

**PLEASE NOTE IT IS NOT NECESSARY TO REQUIRE A MEDICAL CERTIFICATE SIGNED BY A DOCTOR FOR ILLNESSES AND EPISODES THAT LAST LESS THAN A WEEK.**

The regulations relating to **Extenuating Circumstances** and the criteria by which they will be judged are reproduced in the "Examinations and Assessment Regulations".

The University of Portsmouth operates a "fit to sit" policy. If a student attends an examination or hands a piece of coursework in on time, they are claiming that they were fit to do so and cannot submit an extenuating circumstances form – all claims where they have attended or submitted the assessment on time will be rejected.

**Students cannot submit extenuating circumstances for deferred FIRST attempt assessments or SECOND attempt assessments. They can ONLY submit extenuating circumstances for the FIRST attempt in an academic year. There should be no cases of extenuating circumstances to consider for the Boards to consider Second Attempt Assessment Unit Assessment and Deferred First Attempt Assessments.**

Each Head of Department will appoint a minimum of **THREE** Extenuating Circumstances Officers and students shall be informed who they are at the start of the academic year.

The University defines Extenuating Circumstances as circumstances relating to a student's health and / or personal life which are of a sufficiently serious nature to result in her or his being unable to attend, complete, or submit an assessment on time. The role of the Extenuating Circumstances Officer is to determine whether extenuating circumstances presented about a student are of a sufficiently serious nature, and are credibly evidenced.

A separate form should be submitted for each circumstance.

The following types of evidence are acceptable, in relation to illnesses or medical conditions:

- Medical Certificate signed while the illness or incident was affecting the student, or other medical evidence such as copies of prescriptions, or certificates of attendance at surgery or hospital. Or a doctor's opinion given after receiving the student's permission to release information. (All of the above are chargeable at doctor surgeries)
- The student's self-certification of illness or incapacity may be provided on self-certification stationary or a signed and dated statement by the student and submitted as soon as possible. Repeat use may mean with the student's permission speaking to the student's doctor about their health and may lead to self-certification being found unacceptable.