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<p>Application for consideration of extenuating circumstances by Sub-board of Examiners <i>For use by Undergraduate and Postgraduate Taught Students to report medical and other personal circumstances resulting in absence from or affecting performance in examinations and other assessments.</i></p>	
<p>Deadline: UG – please see Section 9 of <i>Instructions to Candidates</i> (www.royalholloway.ac.uk/ecampus/academic/support/examinations/examinations/home.aspx) PGT – you will receive an email from your department/ school with the relevant deadline</p>	

- Before completing this form, you should ensure that you have read and understood the **Extenuating Circumstances - Guidance for Students** (www.royalholloway.ac.uk/ecampus/documents/pdf/exams/extenuatingcircumstances-guidanceforstudents.pdf). Completing and signing this form will be taken as evidence that you have read and understood the content of this guidance.
- If you require any assistance in completing this form, please consult your Personal Advisor, or the Students' Union (www.royalholloway.ac.uk/studentlife/studentsunion/home.aspx).
- Forms which are not fully completed and do not have the required documentary evidence attached will not be considered. For full details on requirements please read Appendix 8 of the **Extenuating Circumstances - Guidance for Students**.
- Please complete the form electronically or write in block capitals if completing by hand. It is your responsibility to ensure that your writing is legible if you choose to complete the document by hand.

1. PERSONAL AND STUDY DETAILS:

STUDENT RECORD NUMBER:	100
CANDIDATE NUMBER:	<i>Click here and type</i>
FAMILY NAME:	<i>Click here and type</i>
FORENAMES:	<i>Click here and type</i>
DEGREE PROGRAMME:	<i>Click here and type</i>
YEAR OF STUDY IN CURRENT ACADEMIC YEAR (e.g. 1st/2nd/ 3rd):	<i>Click here and type</i>

2. DETAILS OF EXTENUATING CIRCUMSTANCES CLAIM

Please click in the relevant box or boxes below to indicate the type of request

Extenuating circumstances relating to absence from one or more examinations and/ or failure to complete one or more coursework assessments (e.g. essay, assessed seminar, group presentation)

Extenuating circumstances to be taken into account for coursework or examination which has been attempted.

Please note that if you have already been granted an extension for the submission of an essay or other coursework because of extenuating circumstances, the Sub-board will not normally make further allowances.



EXTENUATING CIRCUMSTANCES CLAIM FORM

All Subject Examination Boards for Physics and Astronomy

This form should be used by all taught course students to make claims for extenuating circumstances relating to missed examinations and assessments, and non-submission of coursework, including extensions to coursework deadlines.

To be considered by the Subject Examination Board, students must complete all parts of this form and return it – together with appropriate documentary evidence – to the following contacts as applicable:

- (1) **Examinations and Assessments:** Kathy Boydon, School of Physics and Astronomy
- (2) **Coursework:** Jessica Henry, School of Physics and Astronomy

Claims submitted without supporting documentary evidence will not be considered

Students must submit claims as soon as possible. For extenuating circumstances relating to examinations, the forms must be submitted at the latest by 12:00 noon on 09/05/14. Claims submitted after this deadline will not be considered. Please note that all late coursework submissions must be accompanied by an Extenuating Circumstances (EC) Form and, in any case, all EC Forms pertaining to late or missed coursework should be received within one week of the coursework deadline.

It is recommended that students read the *Student Guidance Booklet* available from the Advice and Counselling Service and online at www.welfare.qmul.ac.uk/, and seek advice from academic advisors, senior tutors or school or institute administrators before completing the form.

Please complete this form using a word processor, or use a pen and write in block capitals if completing by hand.

Personal details

Student ID number:	
Forename:	
Surname:	
Contact address (term-time):	
Telephone number:	
Alternative telephone number:	
Qmul email address:	

Study details

Programme of study (e.g. BA French):	
Year of study (3 - 7 or Masters):	
Personal tutor:	

Details of claim

Please continue on a separate sheet if necessary.

Module code	Element of assessment e.g. examination, coursework	Examination date/ submission deadline	Did you attend/ submit?

Philosophical Overview

The St. Thomas More (STM) Catholic High School Options Program is an educational program designed to meet the needs of students with developmental disabilities within the framework of a Catholic high school setting. It has been modeled after the Paul VI Catholic High School Options Program in Fairfax, Virginia which has been implementing a successful modified inclusion approach since its inception over 10 years ago. This program has been modeled from another Options Program at Fairdale Catholic High School which has been in existence for over 20 years. Based on these two models, the STM Options Program evolved through the collaborative efforts of the administrator, teachers, and parents who were committed to providing an educational experience for students with developmental disabilities that promotes independence and self-determination within an inclusive, Catholic school environment.

The Goals of the Options Program are to provide:

- Catholic education
- Each student with the opportunity to be as fully integrated as possible into the total life of the school community.
- Opportunities for young adults with developmental disabilities to grow socially, spiritually, and academically.
- Opportunities for the entire STM community to gain an understanding of diversity and to value the unique gifts and talents of all students.

The Options Program is based on a holistic, child-centered educational premise and is focused on promoting successful outcomes for each student through: (1) a comprehensive understanding of each child's unique needs, (2) the identification of behaviors, benchmarks and achievements to be attained, and (3) the determination of methods for measuring specific, individual progress along this identified continuum of behaviors.

With this understanding, the program endorses the belief that universal competencies exist for all students which can be defined under six major developmental domains: cognitive/academic development; communication development; personal development; interpersonal development; career development; and spiritual development. This framework facilitates comprehensive planning for each student, clearly defined programs and services, and a vehicle for accountability regarding individual achievement and program efficacy.

The STM community believes that each student within the Options program can develop these competencies by utilizing a spiritually supportive, educational environment that acknowledges individual strengths and abilities along a continuum of growth and maturation. This belief is consistent with the teachings of St. Thomas More, the patron saint of STM, who recognized the dignity of all God's children.

MITIGATING CIRCUMSTANCES FORM

This form must be returned to your home academic department

This form must be used by students who wish to inform the University of circumstances which they feel may have affected their performance in assessments or led to them being absent from an examination.

There is a standard deadline for claiming mitigating circumstances of 7 days after the assessment.

Before completing the form, please ensure that you read in full the notes at the back.

This form is available to students, and should be completed by the student, or on their behalf with their knowledge and agreement.

Section 1 – Student Details – to be completed in all cases

Your Full Name _____
Registration Number _____
Full Title of Programme of Study _____
Faculty _____ Department _____
Location of Study: Hull [] Scarborough [] Other []
Current Year of Study ____ Full time [] Part time []

Section 2 – Details of assessments affected

You must clearly state each assessment that you believe has been affected by the mitigating circumstances. Assessments not listed will not be considered.

Table with 4 columns: Module Code (5 digit no.), Module Title, Assessment Affected, Date of Assessment

Small thumbnail image of the form document.

Any claims that have been started but are no longer needed should be deleted, so that your department are aware those claims are not pending submission. If your School require additional information, they will return the claim to you with an explanation of what they need and you will receive an email instructing you to check your Extenuating Circumstances page where a Claims Requiring Further Information section will have appeared.

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