**We recommend you read through this form before you begin completing it**

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| **Part A: Personal Details** | **For A&R use only** |
| **A1: First name** |  | On database:  / / 2018 |
| **A2: Family name** |  |
| **A3: Address, including postcode** |  |
| **A4: Contact telephone number** |  |
| **A5: University email address** | **@mail.bcu.ac.uk**  |
| **A6: Student ID number** |  |
| **A7: Your faculty** | Choose an item. |

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| **Part B: Your circumstances** |
| Please set out why your circumstances are extenuating (unpredictable, uncontrollable, and have seriously affected your ability to do the assessment). You **must also** provide evidence to support your claim and describe how the evidence supports what you are saying (see section C3, below).  |
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| **Part C: Assessment details** |
| **C1. Please provide:*** the **module code**, **title**, **date** and **type of assessment** for each assessment you are claiming for;
* details of **every assessment** attempt you wish to claim for (you cannot add assessments to a claim after a decision has been issued);
* if you are claiming for a placement assessment, the scheduled start date (you should provide the scheduled end date of your placement in Part B above).

If you need to claim for more than 5 assessments, please add rows below or use a separate sheet to give the required information.**If you do not provide the information required in the table below we will need to ask you to provide it and this will delay your claim decision.** |
| **Module code**  | **Module title** | **Assessment date**(Note: include any additional time allowed by a DSS) | **Type of assessment** | **What are you requesting?**(Note: an extension is fixed at an additional 10 working days) | **Have you sat the exam or handed in your coursework for this attempt?** |
|  |  | Click here to enter a date. | Choose an item. | **Choose either:** | Choose an item. |
|  |  | Click here to enter a date. | Choose an item. | **Choose either:** | Choose an item. |
|  |  | Click here to enter a date. | Choose an item. | **Choose either:** | Choose an item. |
|  |  | Click here to enter a date. | Choose an item. | **Choose either:** | Choose an item. |
|  |  | Click here to enter a date. | Choose an item. | **Choose either:** | Choose an item. |
| **C2: Late claims (if applicable)** |
| **If you are submitting your claim more than five working days after the assessment deadline your claim will be considered late unless you provide an explanation and evidence to demonstrate why you could not have claimed sooner.** |
| *Only complete this section if you are submitting your claim more than five working days after the assessment deadline.*I am submitting my claim more than five working days after the assessment deadline because: |
| **C3: What evidence are you providing?**  |
| Please label your evidence and describe what it is below. For example, *Evidence A is a medical letter dated 20th July 2018*. If you are requesting either a disability-related repeat of the assessment or a disability-related remark for an assessment, you **must** provide a copy of your most recent Disability Support Summary.  |
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| **Part D: Your Declaration** |
| I have read and understood the Extenuating Circumstances Procedure. I confirm the information given on this form and the supporting evidence is true and accurate. I understand that if my claim or supporting evidence is believed to be false, the University will terminate its consideration of the claim and refer the matter to either the Disciplinary or Fitness to Practise Procedures. I authorise the University to consider my claim and check that the evidence I have submitted is genuine.Birmingham City University is the data controller for the personal data processed to consider your extenuating circumstances claim. We consider that the lawful basis for processing your personal data falls under Article 6(1)(b) (performance of a contract) of GDPR because it is necessary as part of the contract between you and the University. In addition, we consider the processing of any special category personal data provided as part of the extenuating circumstances process will fall under Article 9(2)(a) (explicit consent) of the GDPR as the personal data is provided on a voluntary basis by you to support your claim. |

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| **Signature (if submitting your claim form electronically (for example by email) please type your name)** |
|  | **Date:** Click here to enter a date. |

Submit your completed form along with your evidence to: AppealsandResolutions@bcu.ac.uk or post to: Appeals and Resolutions, Birmingham City University, Curzon Building, 4 Cardigan Street, Birmingham, B4 7BD. **Please note:** we are unable to confirm receipt of claims or supporting evidence. **CHECK LIST**Before you submit your form, check you have done the following. This will help speed up our consideration of your claim and may make your claim more likely to be successful. Have you:

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| * Checked the Procedure to see if your circumstances are likely to be considered extenuating?
 | * Provided evidence in support of your claim (including evidence to explain any delay), or indicated that evidence will follow?
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| * Provided all the details required at Section C1?
 | * Included all the assessments you wish to claim for?
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