

Student guide to making an Extenuating Circumstances Submission (ECS)

The University operates a concept called 'fit to sit'. In submitting each piece of coursework or completing an examination or class test, you are confirming that you are 'fit to sit' the assessment and wish that any mark achieved should stand.

Is ECS appropriate for me?

Before submission of assessment or sitting an exam/class test

Assessment at UWS can take a variety of forms. This includes submitting coursework or sitting an examination, class test or other form of assessment during a class. The University recognises, that from time-to-time, you may encounter issues that prevent you from being able to submit or sit an assessment.

Where this is the case, there are some options to consider:

- If you feel that your coursework just needs a little more time, there may be the opportunity for an extension. Speak to your Module Co-ordinator to explore the options.
- If you are unable to submit a piece of coursework (and don't feel an extension would help) or sit an exam/class test, you can make an Extenuating Circumstances Submission online via Self Service Banner.
- If you need a break from your studies, then an 'Authorised Interruption' may be more appropriate. This can be discussed with your Personal Tutor or equivalent.

After submission of coursework or sitting an exam/class test

- You may also find yourself in the situation where, after submitting an assessment or sitting an exam/class test, you decide that extenuating circumstances have affected your performance.
- In such circumstances you have up to **48 hours*** after the assessment due date, to submit an ECS. ***If your submission is due on a Friday, an ECS must be submitted by the following Sunday.**
- For coursework, the due date is the submission deadline, and for assessment such as exams/ class tests the due date is the date the assessment takes place.
- Any submission of an ECS after 48 hours from the assessment due date is invalid and is not considered.

What you should consider before submitting ECS

- Information from your ECS (module title and date etc.) is forwarded to the relevant School Assessment Board where it is taken into account when recording your module

marks.

- For the assessment for which you submitted ECS, **any mark achieved is not counted, including when a pass has been achieved.** A mark of 0% is awarded and you receive a 1st diet resit (where applicable – see information below on number of attempts at assessment).
- You are normally given the opportunity to resit the assessment at the next available opportunity. Seek further information from the School or Module Co-ordinator.
- ECS is only submitted in the term when the assessment is due. You cannot submit ECS for future assessments.
- All assessments for a module must be completed within **2 years** from the date you started the module.
- There is a limit to the number of attempts you can have at an assessment: see detail below for Undergraduate and Postgraduate Students.
- Professional Statutory and Regulatory Bodies, such as the Nursing & Midwifery Council, may have different requirements in relation to assessment and timeframes which supersede the University's requirements. Contact your School for guidance.
- It is important to consider how submitting an ECS impacts your academic journey. For further guidance please contact your Personal Tutor, Student Hub, International Student Support Team or UWS Students' Union Advice Service.

Number of attempts – Undergraduate Modules

- It is important for you to note that attempts are in fact any assessment opportunities available to you during your studies and are counted even when you choose not to/are unable to submit an assessment or sit an exam. These attempts also include any ECS.
- In line with the Regulatory Framework, (Regulations 3.40 and 3.42), you have a **maximum of 2 years** and **3 attempts at each of the assessments** associated with an undergraduate module.
- One further attempt is allowed when an extenuating circumstances submission (ECS) for one or more of these attempts meets the criteria of the Procedure for Submitting an Extenuating Circumstances Submission and Regulation 3.40. **An attempt is counted whether a submission of assessment is made or not, and an ECS submission counts as an attempt.**
- If you have had the maximum number of assessment attempts within the 2-year period and have not passed all the assessments in a module, you are awarded a 'No Further Attempts' (NA) decision for the module.
- **There are no grounds for appeal when all assessment opportunities to students have been exhausted.**
- It is important to note that a period of authorised interruption to study is discounted from the two-year assessment period.

For example, you may have submitted two ECS and then failed an assessment twice. This equates to four opportunities and you are awarded a 'No Further Attempts' (NA) decision

for the module, even if you have not reached the two-year threshold stated above – there are no grounds for appeal.

Number of attempts – Postgraduate Modules

- It is important for you to note that attempts are in fact any assessment opportunities available to you during your studies and are counted even when you choose not to/are unable to submit an assessment or sit an exam. These attempts also include any ECS.
- In line with Regulatory Framework (Regulations 3.40 and 3.42), if you are studying on a taught Masters' Degree, Postgraduate Diploma or Certificate, or the Professional Graduate Diploma in Education, or the Professional Doctorate, or Doctor of Business Administration, or studying a module at SCQF Level 11-12, you get a **maximum of 2 years** and **2 attempts** at each of the assessments associated with a postgraduate module.
- One further attempt is allowed when an extenuating circumstances submission (ECS) for one or more of these attempts meets the criteria of the Procedure for Submitting an Extenuating Circumstances Submission and Regulation 3.40. An attempt is counted whether a submission of assessment is made or not, and an ECS submission counts as an attempt.
- If you have had the maximum number of assessment attempts within the 2-year period and have not passed all the assessments in a module, you are awarded a 'No Further Attempts' (NA) decision for the module.
- **There are no grounds for appeal when all assessment opportunities to students have been exhausted.**
- It is important to note that a period of authorised interruption to study is discounted from the two-year assessment period.

For example, you may have submitted one ECS and then failed an assessment twice. This equates to three opportunities and you are awarded a 'No Further Attempts' (NA) decision for the module, even if you have not reached the two-year threshold stated above – there are no grounds for appeal.

Submission of ECS

- Your submission is made via Self Service Banner: <https://ssb.uws.ac.uk/>.
- You are not required to provide a reason or produce any evidence for your ECS.
- The process to follow is found in the Procedure for Completing an Extenuating Circumstances Submission: [Academic Appeals & Extenuating Circumstances Statement \(ECS\) | UWS](#)

- You can withdraw or amend your ECS by emailing the School at the addresses detailed on the next page but it must be **within the 48-hour deadline of the assessment due date.**
- Incomplete ECS are invalid and are not considered.

Further guidance

If you require further assistance (in confidence) in deciding whether to complete an ECS, please contact the Student Hub (hub@uws.ac.uk)