

Procedure for completing an Extenuating Circumstances Submission

Version – v5 – Sept 24

It is essential that, before completing an Extenuating Circumstances Submission, students read the **Student Guide to Extenuating Circumstances Submission** along with this Procedure.

Please email your School if you have any queries:

School of Business & Creative Industries - BClecs@uws.ac.uk

School of Computing, Engineering & Physical Sciences - CEPSEcs@uws.ac.uk

School of Education & Social Sciences - ESSecs@uws.ac.uk

School of Health & Life Sciences - HLSEcs@uws.ac.uk

Procedure Author – Head of Registry

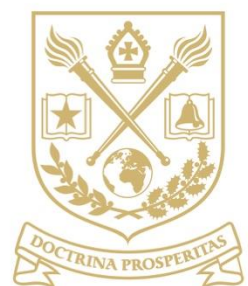
Procedure Owner – Pro Vice-Chancellor Learning, Teaching and Student Success

Parent Policy Statement – Learning, Teaching and Student Success Policy Statement

Public Access or Staff Only Access – Public

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Changes and Reason for Changes – Updates to Regulatory Framework. Use of Plain English.
Removal of data protection statement. Separation of procedure and student guidance/
FAQs: Student Guide to Extenuating Circumstances Submission



1. Extenuating Circumstances

The University recognises that, from time-to-time, students encounter issues that prevent them from being able to submit or take an assessment or that impacts their performance in the assessment. Where this is the case, students complete an Extenuating Circumstances Submission (ECS). The School Assessment Board takes account of the ECS submission when recording module marks.

Students do not need to submit any evidence with an ECS.

Extenuating Circumstances does **NOT** include the following:

- Requests for extensions to assignment deadlines or for other resit opportunities that fall within the normal timeframe of the module (usually one whole term) - These continue to be submitted directly to the relevant Module Co-ordinator or other named person in the School. (Refer to section 4 below for information on completion of an ECS following the approval of an extension).
- Short term absence and lack of engagement - As outlined in the Student Attendance and Engagement Procedure, students who are unable to attend timetabled classes for any reason should report their absence to their Programme Leader or their Personal Tutor or equivalent.

For Research Students:

- As outlined in Regulation 4.122 of the UWS Regulatory Framework, if students feel that their academic performance has been affected by extenuating circumstances and they are not in a position to attend the oral examination, they complete an online extenuating circumstances statement for PGR students prior to the start of the planned examination. An extenuating circumstances statement cannot be submitted after the examination.

2. 'Fit to Sit'

Assessment at UWS takes a variety of forms. This includes submitting coursework or sitting an examination, class test or other form of assessment during a class.

The University operates a 'fit to sit' or 'fit to submit' approach, which means that, by submitting an assessment or sitting an examination or class test, students confirm they are 'fit to sit' and wish any mark achieved for that assessment to stand, unless an ECS is submitted within the 48-hour deadline, as detailed below.

- If academic performance has been affected by extenuating circumstances and students are not in a position to submit an assessment or sit an exam or class test, they complete an online ECS. This must be completed within 48 hours* of the exam, class test or submission date.

- If, after submission of an assessment or sitting an exam or class test, students decide that extenuating circumstances have affected their performance, they have up to **48 hours*** after the submission of the assessment, or sitting the exam/class test, to complete an ECS. ***e.g. if the submission is due on a Friday, an ECS must be submitted by the following Sunday.**

Important:

- Submitting ECS related to a particular coursework, examination or class test, is a confirmation that any mark achieved for that coursework, examination or class test should not be counted. This includes when a pass has been achieved.
- An ECS can be amended or withdrawn up until the ECS deadline of 48 hours from the submission, exam or class test date.
- Following the ECS deadline, an ECS cannot be amended or withdrawn. This cannot be appealed.
- Any submission of an ECS after the ECS deadline is invalid and is not considered.
- Withdrawing an ECS is completed by emailing the relevant School using the email addresses detailed at the start of this procedure. This is necessary to record the date and time of the ECS withdrawal.
- **Before submitting an ECS, it is important that students read the Student Guidance on making an Extenuating Circumstances Submission (ECS) to consider the implications of submitting ECS.**

3. Completing an ECS

An ECS is normally submitted by students. Where a third party, such as a parent or other representative, wishes to complete an ECS on behalf of students, they contact the relevant School to explain the circumstances and seek guidance as to how best to do this.

An ECS is submitted through Self Service Banner:

- Log into Self Service Banner using your Student ID and Password.
- Select: Student – Extenuating Circumstances Submission.
- Review the key information provided before completing the ECS to ensure the impact on the academic journey is understood and where further information is available.

- Complete the submission – State the module titles, module codes, assessments and the dates of the assessments to which the ECS applies. (Select the dates from the calendar through the drop-down menu on the right-hand side of the calendar each time the ECS is accessed prior to submission – otherwise, there may be an error message preventing continuation with the amendment or completion of the ECS).
- Students are not required to give a reason for ECS or provide any supporting evidence.
- Once submitted, students receive a confirmation email.
- Students with assessments outwith normal term dates or submission dates, such as for resit placements, email the School directly – using the contact addresses at the top of this procedure.

4. Important information about submitting an ECS

ECS is **not valid** if:

- The ECS is incomplete and as a result cannot be processed.
- The ECS is submitted more than 48 hours after the exam, class test or assessment submission date.
- The ECS is made following a 'Defer Chair' decision by any Board.

48-hour period

To clarify:

- The start of the 48-hour period is the due date of the assessment.
- 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.
- If the assessment is not submitted by the due date, and an ECS is completed within the next 48-hour period, the ECS is upheld. A mark of 0% is awarded and a 1st diet resit is recorded where applicable (see Student guide to making an Extenuating Circumstances Submission (ECS)).
- If the assessment is not submitted by the due date and an ECS is not completed within the 48-hour period, and the work is not submitted within the 'late submission' period of one calendar week after the original submission date, a mark of 0% is recorded.
- If the assessment is not submitted by the due date and an ECS is not completed within the 48-hour period, and the work is submitted within the 'late submission' period of one calendar week after the original due date, a mark that is ten percentage points less than the mark that would have been awarded if the work had been submitted on time is recorded.

5. Completing ECS following an agreed extension to a submission deadline

When there is good cause, Module Co-ordinators grant extensions to assessment deadlines of up to one calendar week on the basis of good cause.

To submit an ECS following an approved one calendar week extension, follow the steps detailed in section 3 to submit via the Self-Service Banner system. In this instance, the submission date is recorded as the date agreed with the Module Co-ordinator following the granting of the extension.

6. ECS not submitted within the 48-hour deadline

Any ECS submitted through Self Service Banner after the 48-hour deadline is invalid and is not considered.

If the ECS deadline is missed and students are able to provide a valid reason and evidence to support this, they are allowed to submit an appeal against the ECS deadline (in line with Regulation 3.36-3.38). Refer to the Appeals Procedure for guidance: [Policies, Procedures & Guidance | UWS | University of the West of Scotland](#)

7. After Submitting an ECS

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

The assessment for which an ECS is submitted means that any mark achieved is not counted, including when a pass has been achieved.

A mark of 0% is awarded and a 1st diet resit is recorded where applicable.

It is important to read the Student guide to making an Extenuating Circumstances Submission (ECS) on maximum number of attempts at assessment and timeline for completing individual modules:

[Academic Appeals & Extenuating Circumstances Statement \(ECS\) | UWS](#)