Exceptional Extenuating Circumstances

A Union self-help guide
What are EECs?
Exceptional Extenuating Circumstances (EECs) are difficult to define as circumstances affect everyone individually. Generally, EECs are there to support you if you experience serious, unforeseeable events which impact your academic performance or ability to complete an exam or an essay, or whole module.

What they can be used for?
You can apply for an EEC only under severe circumstances which:
- are out of your control, for example illness
- are recent
- you’re unable to attend an examination, for example you’re in hospital
- have affected your overall performance in an assessment, for example a bereavement, being a victim of crime, or the sudden death of a family member

What they can’t be used for?
You’re unable to apply for an EEC due to:
- poor time management
- short-term issues, which could be managed such as a cold or the flu
- carelessness
- failure to disclose an issue which affected completion of your studies, for example a mental health condition
- long term illnesses or disabilities – the University can support you this under a Support Plan, however, long term illnesses do not fall under EECs
- computer issues, for example Turnitin crashes

What are the outcomes of an EEC?
If granted an EEC, you may be allowed to:
- repeat the module
- be offered a deferred examination
- an opportunity to take a fresh assessment
- and in exceptional circumstances, your grade may be discounted from your overall grade

How do I apply?
Step one
Don’t panic, unfortunately life is unpredictable. Get in touch with us if you believe you’re eligible for an EEC, we’re here to support you every step of the way.

Step two
All claims should be submitted via the online EEC form, if possible, well in advance of an examination or deadline. You can receive help completing an EEC via your programme/module leader or the Union of Students.

In your claim make sure you are:
- clear about why you are submitting a claim. Although your situation may have an emotional impact, the panel will also want to know how your situation has practically impacted your studies
- be specific about time periods – give a timeline of dates and make sure they correspond with your deadlines
- include details of all affected assessments
- it is helpful for the panel to know what outcome you’re seeking, you can state this on your claim
- give lots of evidence, for example a doctor’s note or attempted first drafts of essays. All evidence must be provided by either a professional who has specialist knowledge of the circumstance or by an independent source who is able to verify your claim
- talk to someone – it’s not mandatory for you to confide in someone, but the University can help support you in the long-term under ongoing exceptional circumstances

Step three
If you’re applying for an EEC for an assignment, you should submit any work which you have already completed, just in case your EEC is declined, so your tutors will have something to mark. It will also evidence that you have attempted to complete the work before the deadline.

Step four
Your claim will be taken to a panel, who meet monthly. The panel normally take five working days to give you a decision.

If your claim is accepted, you will be given an opportunity to take a fresh examination or essay at the next available opportunity.

Step five
If your claim is rejected, you may be offered ten days to produce further information/evidence to support your claim.