

Appeals

Guidance for submitting Appeals on the ground of Extenuating Circumstances - COVID-19 UPDATE

Do your extenuating circumstances match any of the specific circumstances listed in section 2.6 of the [Appeals Procedure](#)?

YES

You need to provide information and evidence to show that:

- (1) You had extenuating circumstances (see the University's [Extenuating Circumstances Policy](#) for information about what circumstances the University will accept as extenuating circumstances).
- (2) The date or period of time when the extenuating circumstances had occurred.
- (3) How the extenuating circumstances had an adverse (i.e. negative) effect on particular exams or coursework which you sat/submitted/missed. You should also explain which exams/coursework had been affected and the date of these affected assessments.

NO

You need to provide the same information and evidence listed in the left box (a) and

- (4) You will ALSO need to provide information and evidence to show that at the time of affected assessment(s):
 - (a) You had had been unable to determine whether or not you were fit to undertake assessment(s); AND/OR
 - (b) You had a good reason for not notifying College at the relevant time (see Section of the Appeals Procedure for more information about this).

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