



EXCEPTIONAL CIRCUMSTANCES

Exceptional Circumstances are unforeseen circumstances or factors outside of your control which may have impacted your ability to study or perform to your normal level or standard.

It is important that you notify your School at the earliest opportunity if you feel something outside of your control is going to impact your studies.

The University operates a 'fit to sit' policy, which means if you attend an exam or submit coursework without notifying the School about any Exceptional Circumstances, it will be assumed you have deemed yourself fit to be assessed or examined.

You must submit your application within three working days of the deadline and exam date.

CIRCUMSTANCES LIKELY TO BE ACCEPTED

- death of a close friend or family member
- serious illness
- severe pain
- serious illness of a close relative
- hospitalisation
- acute personal or emotional circumstances
- victim of a crime
- significant financial problems
- pregnancy-related illness or stress
- self-certified short term illness

Please note that just because your circumstances may seem to fall within one of the above categories, it does not mean they will automatically be accepted.

You can self-certify for short-term illness for up to 7 calendar days (one week) without being required to provide evidence. However, if you wish to apply for a longer extension or to defer your assessment(s), you will need to support your application with evidence.

If you cannot provide evidence, your application is unlikely to be successful.

CIRCUMSTANCES UNLIKELY TO BE ACCEPTED

- social activities
- temporary self-induced medical conditions
- minor ailments
- non-serious personal or domestic disruptions
- work commitments
- bad weather
- oversleeping
- poor organisation
- poor time management



WHAT TO DO IF AFFECTED BY THESE CIRCUMSTANCES

- note the date of the assessment or the submission deadline for a piece of work,
- notify your School by telephone or email if you are going to miss a deadline or are unable to attend an exam,
- confirm the deadline for the Exceptional Circumstances application,
- establish whether or not your circumstances are likely to be seen as exceptional,
- access the Assessment Support Hub and click on Adjustments and Mitigations. Complete the Exceptional Circumstances application providing the following:
 - an outline of the circumstances e.g. what the illness is;
 - How this will prevent you from submitting the work by the current deadline
- contact SU Advice if you would like additional guidance with what you are putting on the form, and
- follow the steps until you come to the final page on the portal and click submit.
- You will get a notification when a decision has been made. To check for these updates, go back onto your application to check if this has been accepted.

The School Exceptional Circumstances Committee (SECC) will consider your circumstances and make a recommendation to the Board of Examiners.

The recommendation may include permission to resubmit failed coursework, repeat failed exam(s) or retake failed module(s) - all considered as first attempts.



GET IN TOUCH

Remember, the staff in SU Advice are happy to read through a draft of your Exceptional Circumstances Form if you would like guidance and feedback on its contents. If you would like further advice, please email su.advice@qub.ac.uk