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| Exceptional Circumstances Claim Form |  |

# Guidance notes

This form should be completed if you believe you have exceptional circumstances that have adversely affected your preparation for assessment(s).

It is **your** responsibility to fully and correctly complete the claim form and submit this with satisfactory evidence as set out in the [Exceptional Circumstances Policy](https://www.yorksj.ac.uk/students/exams-and-assessment/exceptional-circumstances/). The form must be completed by you and cannot be completed by someone else on your behalf.

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| **If you are in the final year of your programme, have completed all your programme’s teaching and only have assessments outstanding** - and you need an extension for more than 3 weeks you should apply for a programme extension using the separate [programme extension form](https://www.yorksj.ac.uk/media/content-assets/registry/forms/Claim_Form_Programme_Extension.docx) |

## Type of exceptional circumstances claim:

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| Please indicate the type of your claim by placing an ‘X’ in the appropriate box | |
| Exceptional circumstances with evidence |  |
| Self-certified exceptional circumstances  *For further information on self-certification please see section 7* |  |

## Your details

|  |  |  |  |
| --- | --- | --- | --- |
| Your name |  | Student ID |  |
| School | Choose your school | Level of study | Choose your level |
| Programme of study |  | Semester/Term |  |
| YSJ email |  | Do you have a Learning Support Plan | Choose an item |
| Franchise partner (if not taught at York St John University) | |  | |

## Assessment(s) affected (add more rows where required)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Module code | Module  title | Assessment (list each assessment separately) | Your current assessment date | Have you had an extension for this assessment before? | What action are you requesting?  \*\* |
|  |  |  | Select date | Choose an item | Choose an item |
|  |  |  | Select date | Choose an item | Choose an item |
|  |  |  | Select date | Choose an item | Choose an item |
|  |  |  | Select date | Choose an item | Choose an item |

*\*\** *Extension to submission date – note extension deadlines are granted from the original assessment date, not from the date the claim/evidence is submitted*

*\*\* Deferral of scheduled assessment e.g. exams, vivas, presentations*

*\*\***Performance-related exceptional circumstances – note you may only apply for performance-related circumstances if you complete the assessment in full i.e. not if you submit a draft or partial submission*

*\*\* You may not apply for both an extension and performance-related exceptional circumstances for the same assessment*

## Your circumstances – refer to the [policy](https://www.yorksj.ac.uk/students/exams-and-assessment/exceptional-circumstances/) for full details of the circumstances and evidence accepted

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| --- | --- |
| Reason for application for extension (indicate ‘X’ as appropriate | |
| ☐ | **Unforeseen medical circumstances** – significant acute illness, mental health crisis, accident or injury – sudden and severe in nature |
| ☐ | **Unforeseen illness of dependents or immediate family** |
| ☐ | **Bereavement –** due to the death of a close family member or friend |
| ☐ | **Delay in support for a disability** – only applicable where the delay is beyond the control of the student |
| ☐ | **Unforeseen deterioration/change in disability or long-term condition** during the assessment period [only applies for students with an existing LSP in place] |
| ☐ | **Pregnancy** |
| ☐ | **Parental care of an infant under 6 months** |
| ☐ | **Significant caring responsibilities** for a family member or partner with a disability or mental health condition [requires support from Widening Participation Adviser] |
| ☐ | **Victim of serious crime** |
| ☐ | **Exceptional and unforeseeable transport difficulties** e.g. major transport incidents, this does not include everyday issue |
| ☐ | **Legal proceedings requiring attendance** e.g. attendance either as a witness, jury member, plaintiff or defendant |
| ☐ | **Unforeseen acute personal circumstances** e.g. family crisis directly significantly impacting the student |
| ☐ | **Participation in exceptional and significant events** e.g. international sporting events |
| ☐ | **Unforeseen changes to the normal working patterns (for part-time students only)** |

## Late claims – up to 24 hours late

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| If your assessment deadline has passed you must provide an explicit statement below explaining what prevented you applying before the claim deadline. Your exceptional circumstances will only be considered if you had good reason for not applying before the claim deadline, for example, you were unable to claim due to hospital admission. If your claim is late and this section is not completed your form cannot be accepted and will be returned to you.  **If the claim is more than 24 hours late your claim will be declined.** |
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## Impact of your circumstances on your assessment(s)

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| All claims – Please provide a **brief** description of how you believe these circumstances to have affected your ability to complete your assessment(s)  **If you are self-certifying** please fully explain the nature of the illness or bereavement and the effect on your attendance or performance in an assessment.  This section must be completed and your claim cannot be processed without this information. | | |
| Specific dates affected | Select date from | Select date until |
|  | | |

## Self-certification

Self-certification may be used to request a short extension (**up to seven days**) through the exceptional circumstances procedure on grounds of illness or due to a recent bereavement. Additional evidence will be required for longer extensions.

Self-certification is normally limited to demonstrating impact on the period immediately before an assessment deadline or when you are unexpectedly unwell on the day of a scheduled assessment.

Self-certification cannot be used for:

* Temporary self-induced conditions such as a hangover.
* Minor ailments, for example, coughs, colds, minor sprains, or hay fever.
* Assessment-related anxiety or stress.
* To certify a dependent’s illness.

# Important considerations for self-certification:

* Self-certification should only be used where absolutely necessary.
* The University would expect that most students will never need to self-certify during their studies. If you do need to self-certify, it is on the understanding that it is a one-off situation and the University will record that you have self-certified for exceptional circumstances. Self-certification evidence may normally be **used on one occasion in a semester**, although it is accepted that the one-week period may be associated with more than one assessment. If you attempt to self-certify for a second instance in a semester, you may be asked to attend a subsequent Case Consultation to discuss your absence.
* You should always consult your GP if your illness is severe, persists or if you are in any doubt about your health.
* Retrospective self-certification will not be accepted.

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| Are you self-certifying? |  | Yes – complete the remainder of this section and then complete section 9 |
|  |  | No – complete section 8 and 9 |
| Have you self-certified for a claim already in this semester? | Choose an item. | |
| Self-certifying from | Date from | |
| Self-certifying until | Date until | |

## Evidence to support your claim (add more rows where required)

|  |  |
| --- | --- |
| List the documentary evidence you have supplied - evidence should demonstrate impact upon the **assessment period claimed for and cover the extension duration requested**.  If your evidence is not currently available, you must state the evidence you plan to submit and when this will be available. | |
| Evidence (e.g. Medical certificate) | If not included, state the date it is expected to be available |
|  | Click or tap to enter a date. |
|  | Click or tap to enter a date. |
|  | Click or tap to enter a date. |

## Student declaration

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| Indicate ‘X’ to confirm | |
| ☐ | I confirm that I have read the guidance and policy |
| ☐ | I understand that if I have not fully completed this form that my application will not be processed, and the form will be returned to me |
| Click or tap to enter a date. | Declaration date |

**You should now submit this form to your** [**School Administrative Unit**](https://www.yorksj.ac.uk/schools/school-admin/contact-us/) **with your supporting evidence**

*You will normally receive a decision regarding your claim within three to five working days. Delays in providing satisfactory evidence will delay the decision.*

*Please note that if the claim is not supported by satisfactory evidence, or you do not establish grounds for an extension, your claim may be declined or a shorter extension than requested may be approved.*

*If you are experiencing difficulties, please remember that you may be able to access support through a variety of services. Visit* [*http://yorksj.ac.uk/students*](https://eur02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fyorksj.ac.uk%2Fstudents&data=04%7C01%7Cl.burnell%40yorksj.ac.uk%7Cac4cdf5473e6479bd94a08d9dc044e00%7C5c8ae38ef85b4309b7ec862815a37aee%7C0%7C0%7C637782733310183046%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=dqLohhKdUFbfiQLmh4D4v4%2Bmd%2Fk32NK8mV%2Fv9wy21fk%3D&reserved=0) *to view available services and contact information for them.*

*For further details on how and why we keep your information please refer to our Student Data Protection Statement:* [*https://www.yorksj.ac.uk/policies-and-documents/data-protection/*](https://www.yorksj.ac.uk/policies-and-documents/data-protection/)