**HIGHER EDUCATION EXTENUATING CIRCUMSTANCES FORM**

This form should be completed by the student and sent to the Course Leader.

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| --- | --- |
| **Name of student** |  |
| **BMet Student Number** |  |
| **Course title** |  |
| **Course Leader** |  |
| **Unit title** |  |
| **Assignment title/module code** |  |

Please describe below the relevant personal circumstances, outlining how these have disrupted your studies: You are also required to state how and when you will catch up with your assignment/assessment**.** The timelines and circumstances under which a claim may be accepted for extenuating circumstances are outlined in sections 8 and 9 of the college’s HE Assessment Policy.

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Signed *(student)*: Date:

*……………………………………………………….. …………………*

**HIGHER EDUCATION EXTENUATING CIRCUMSTANCES FORM**

This form should be returned to and discussed with the learner by the Course Leader. A record must be retained by the curriculum area for at least 5 years, including supporting evidence and decision outcome. Please refer to the HE Assessment Policy for further information. In all cases, a summary of relevant detail should also be recorded on ProMonitor by the curriculum area.

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| --- | --- |
| **Name of student** |  |
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| **Course Leader** |  |
| **Unit title** |  |
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**Outcome:**

*(To include if extenuating circumstances has been approved and the number of days extension given with an agreed deadline date for submission of work).*

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Extension of 1 – 10 working days:

Signed (Department Manager): Date:

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