

Extenuating circumstances assignment



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Student guide to submitting extenuating circumstances: What are extenuating circumstances? You can apply for “ Extenuating Circumstances if there have been serious and exceptional factors outside your control which have adversely affected your studies. These factors may have prevented you from attending exams or other assessments or caused you to miss assessment deadline dates. Examples are illness, accidents or serious family problems. Everyday occurrences such as colds or existing conditions such as Hay Fever will not qualify unless the effects are unusually severe.

You are advised to read the complete extenuating circumstances guidance notes. How do I apply? You can apply for extenuating circumstances in two ways. Either through myUCLan (the online submission system) or by collecting an extenuating circumstances envelope from the ‘ i’, the Student Union Advice Centre or your School Office. Extenuating Circumstances will only be considered if there is evidence to support them and they are submitted within the published deadlines. How do I use myUCLan (the online system)?

The online process is very simple to use, but if you have any difficulties or questions, please do not hesitate to go to the ‘ i’ or your School Office, who will be happy to walk through the process with you. You can... Access the new online system Add a new extenuating circumstances submission Amend an extenuating circumstances submission Upload supporting documents e. g. sick notes Delete an extenuating circumstances submission Check on progress (to see what decision was agreed by the Assessment Board) Access the new myUCLan Extenuating Circumstances pages 1.

Click on this link to myUCLan (you can also access it through the university's web page https://my.uclan.ac.uk/BANP/twbkwbis.P_WWWLogin [pic] 3.

Click on the 'Student Services' tab. If you have more than one programme of study, select the correct one by clicking on the 'select programme registration' link [pic] 4. Now click the 'Extenuating Circumstances' link. 5. You will see the extenuating circumstances welcome page Submit a new extenuating circumstance 1. Read the text on the page. On the welcome page click 'Submit new Extenuating Circumstances Incident' [pic] 2. The following information will be displayed.

Please read the text to ensure you understand the difference between extenuating circumstances and extension requests before continuing any further. [pic] 3. If you are happy that you need to submit an extenuating circumstance, click 'continue with submission'. The following screen will appear... [pic] 4. If you are studying on more than one programme at once make sure you have selected the correct programme. If not click on the link (in purple above) to change your programme. 5. Check that your e-mail address is correct. If it is not, please let your School office know immediately as confirmations will be sent to this e-mail address.

Deadline Dates 6. Check the deadline dates for submitting extenuating circumstances – are you within these dates? If not, please talk to your School Office or Programme Leader before continuing. The bottom half of the page allows you to enter all the necessary details of your extenuating circumstances and which modules have been affected. [pic] Incident Details 7. Enter the date when your extenuating circumstances started and finished 8. Decide whether you want the authorised members of the Assessment

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Board to consider your extenuating circumstances or just the Chair of the Panel. Affected Modules . Record the following information for each affected module

- o Type of assessment – e. g. exam, assignment, placement
- o Deadline date for submission – the date of your exam or the date your assignment was due to be handed in
- o The adjustment you would like the Assessment Board to consider – this may not be the course of action the Board finally agrees, but this is your chance to suggest a way forward, e. g. re-sit the exam.

Note – If modules are missing from the list this means they are not recorded on your student profile or the Assessment Board has already agreed your grade.

Please let your School Office know immediately. 10. Click ‘ Process changes’

11. The screen will now look like this [pic]

12. Check that you are happy with what you have submitted. If you need to amend or delete anything, check the edit box or delete box on the row you need to change. Make the changes and click the ‘ Process Changes’ button again. 13. Once you are happy, click ‘ Accept the changes and continue to the next stage’

14. You will now see the following confirmation screen [pic]

15. If you wish to upload supporting documents click ‘ Upload Supporting Documents’.

If not, click ‘ Return to Student Services Menu’ but remember to submit your supporting documents in paper format to your School Office as soon as possible. Upload Supporting documents e. g. sick notes

16. If you choose to ‘ Upload Supporting Documents’ you will see the following screen [pic]

17. To upload a document follow the instructions on the screen

- o Click on the browse button
- o Select the document you wish to upload
- o Click the ‘ add’ button to upload the file
- o Once the file has been uploaded it will appear in

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the list underneath the 'Your attachments' heading. Click on it if you want to view it. 8. Congratulations, you have submitted your extenuating circumstances. If you have any questions or concerns, please do not hesitate to contact your School Office or Programme Leader. 19. Amending an Extenuating Circumstances submission Once you have submitted an extenuating circumstance a link will appear on the front page of your extenuating circumstances area of MY UCLAN. [pic] To get to your extenuating circumstances area of myUCLan 1. Click on this link to myUCLan (you can also access it through the university's web page: https://my.uclan.ac.uk/BANP/twbkwbis.P_WWWLogin 2.

Enter your username and password. 3. Click on the 'Student Services' tab. If you have more than one programme of study, select the correct one by clicking on the 'select programme registration' link 4. Now click the 'Extenuating Circumstances' link. Amend a submission 1. Click on the date you wish to amend 2. The amendment screen will appear as shown overleaf 3. You can change the 'from' and 'to' dates and also the 'confidentiality type' by clicking on the arrow at the side of each and choosing alternative information 4. To amend the details against a particular module, check the 'edit' checkbox next to that module.

You will now be able to change the information by clicking on the arrow at the side of each field 5. To delete all the details for a specific module, check the delete checkbox next to that module 6. When you are happy with your amendments, click the process changes button. 7. If you wish, you can also upload more supporting evidence. To do this, click on the 'accept the change and continue to the next stage' link [pic] Delete an extenuating
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circumstances submission [pic] 1. You will notice that not some incidents have been locked and cannot be deleted.

This will happen when your submission has gone to the Assessment Board for consideration. If a submission is locked, but you do not wish the Assessment Board to consider it, please let your School Office know straight away. 2. Those entries that are not locked can be deleted by checking the ‘delete’ checkbox at the side of the appropriate submission and then clicking on the ‘delete selected’ button 3. If you have uploaded supporting documentation the system will warn you to remove it before deleting the entry. 4. To remove supporting evidence, click on ‘view’ at the side of the appropriate entry.

This will take you to the supporting evidence screen (see below) 5. Check all the boxes next to documents you have uploaded and then click on ‘remove selected’ [pic] 6. You can now click back through the pages to return to the ‘extenuating circumstances start page’ and delete the whole incident Check on progress (to see what decision was agreed by the Assessment Board) [pic] 1. Once you have submitted your extenuating circumstances you will be able to check what decision the Assessment Board has made. To do this, click on the ‘View Module Board Decisions’ link. 2.

You will see the following screen [pic] 3. If a decision has not yet been made, the ‘Board decision’ will say ‘Not yet available’. 4. If a decision has been made, the details will be listed next to each module. Note if you have more than one extenuating circumstances per module, these will all be shown. 5. In addition to this, you will also receive an e-mail confirming what has been

agreed. 6. Expect to receive more details from your Module Leader if a re-sit is required. ————— Username and password Choose the correct programme Student Services tab Extenuating Circumstances page

Submit new extenuating circumstances incident Continue with submission Choose a different programme of study if necessary Deadline dates – you must submit your extenuating circumstances before these dates. Incident Details Module details Affected Modules Accept changes and continue Process changes button Edit and delete checkboxes Upload supporting documents On screen instructions Existing submissions Process changes Accept the change and continue to the next stage View Delete checkbox Delete selected button Document check boxes Remove selected View Module Board Decision Board decision