

# **Exceptional Circumstances Guide**

## **What is 'Exceptional Circumstances'?**

'Exceptional Circumstances' are defined as unexpected events outside your control which are likely to have a negative impact on your ability to successfully complete an Assessment.

The following examples are likely to be considered valid Exceptional Circumstances:

- Serious personal accident or injury
- Hospitalisation (including operations)
- Serious illness or death of close family member, dependent or friend
- Sudden deterioration of long-term condition
- Serious personal disruption (e.g. relationship breakdown, separation or divorce, victim of crime)
- Major household problem (break-in, fire)
- Absence for public service (e.g. jury service, service with reserved forces)
- Participation in national / international sports or cultural events
- Recent diagnosis of disability / long-term condition (e.g. chronic fatigue syndrome), so that reasonable adjustments haven't yet been put in place
- Digital poverty - IT issues
- Significant financial issues

If you are not fit to submit the assessment or sit the exam and wish to defer your assessment, you should submit an Exceptional Circumstances Claim form and not submit your assessment. If approved, you will need to submit the assessment at the next assessment point. You will receive more guidance on this date once your claim has been approved.

For further information about claiming Exceptional Circumstances, please see <https://www.bathspa.ac.uk/about-us/governance/policies/exceptional-circumstances/>

## **Exceptional Circumstances Form**

You can find the form [here](#).

To fill in this form you will need:

1. Your Student Number.
2. Affected Assessment details: Module codes, Module titles, assessment type (essay, exam, presentation etc), deadline dates.
3. A written statement explaining your circumstances and how your studies have been affected. Please give as much detail as you can (You will need to upload this as a separate file so please have this ready before completing this form. It can be a Word document, PDF or image/photo file).
4. Dates that you have been affected by your circumstances.

If you have any questions about filling out this form or about the Exceptional Circumstances process in general, please contact the Student Information Team via logging an Exceptional Circumstances call on [MyServices](#) or call them at: 01225 876115

## **Step by Step Guidance**

### Step 1: Fill in your personal and course details

#### Section 2 - Personal Details

1. Student Number \*

2. First Name \*

3. Surname \*

#### Section 3 - Course details

4. Level of Study

- ☐ Foundation year
- ☐ Level 4 (First year)
- ☐ Level 5 (Second year)
- ☐ Level 6 (Third year)
- ☐ Level 7 (Postgraduate)

5. Course Title \*

Step 2: List **all** assessments that you are not fit to submit and are requesting Exceptional Circumstances for.

The module code, module title, type of assessment (e.g. exam) and the date it is due is needed.

#### Section 4 - Module and Assessment Details

**PLEASE READ THIS SECTION CAREFULLY AND FILL OUT THE ASSESSMENT INFORMATION AS REQUESTED BELOW.**

It may delay your claim if you do not give all the necessary information.

Please list all affected assessments, including reassessments from previous years/semesters/trimesters. It is your responsibility to list all assessments that you are requesting to defer.

Please include ALL of the following information for each of the assessments you are claiming for:

1. Module code,
2. Module title,
3. Type of assessment (eg, Essay, exam, performance, presentation, etc),
4. Date assessment is/was due. (You can find your assessment deadline dates on Minerva/Ultra or ask your tutor if you are not sure)

**For example:**

(MODULE CODE, MODULE TITLE, TYPE OF ASSESSMENT, DATE OF ASSESSMENT.)

*MOD4001-20 Introduction to Biology 2000 word essay 23/04/2021*

Or, if you are applying for multiple assessments, please separate each assessment item with a semi colon ; and a space.  
e.g:

*MOD4001-20 Introduction to Biology 2000 word essay 23/04/2021; MOD4002-20 Data Interpretation Exam 14/04/2021; MOD4003-20 Dissertation Poster Presentation 16/04/2021*

6. Please list your affected assessments here \*

Step 3: Upload your supporting statement, ensuring it fits under the listed grounds for Exceptional Circumstances. If you are unsure if it fits under one or more of the listed grounds, you can email the SU Advice Centre to check: [su-advice@bathspa.ac.uk](mailto:su-advice@bathspa.ac.uk).

Please also note the SU Advice Centre can provide feedback on drafts before you upload it. Please ensure this is sent in plenty of time.

## Section 5 - Details of your circumstances

The following situations are classed as eligible grounds for Exceptional Circumstances:

- Serious personal accident or injury
- Hospitalisation (including operations)
- Death or serious illness of close family member, dependent, partner or friend
- National disruption or national mourning
- Serious complications in pregnancy or maternity
- Unexpected caring duties for child, family member or friend
- Sudden deterioration or escalation of ongoing illness, condition or disability
- Serious personal disruption (such as a relationship breakdown, separation, divorce, house move, victim of crime)
- Serious incident (such as assault or harassment)
- Major household problem (such as break-in, fire, homelessness)
- Absence for public service (such as jury service, service with reserved forces)
- Recent diagnosis of disability or long-term condition
- Recent change, commencement or cessation of medication
- Delay in the receipt of appropriate support for disability or long-term condition
- IT issues (such as digital poverty or laptop malfunction or theft)
- Significant financial issues which impact your studies and ability to complete assessments

If you would like further information on what is and isn't eligible grounds for Exceptional Circumstances please see the Exceptional Circumstances policy at the below link:  
<https://www.bathspa.ac.uk/about-us/governance/policies/exceptional-circumstances/>

## 7. Supporting Statement:

Please attach your written statement which details the circumstances that you believe have affected your academic performance.

This should be a written statement from yourself and not evidence from a third party. You will have the option to upload evidence in another section of this form if you wish to.

Please give as much detail as you can, including dates and timelines. If you do not know exact dates then please include rough dates/approximate timeframes. We may contact you for more information if we do not feel the information given is sufficient to be able to make a decision on your claim. \*

 Upload file

File number limit: 1 Single file size limit: 10MB Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

Step 4: List the start date of the circumstance(s) and end date. If it is ongoing, you can leave the end date blank.

8. Please list the dates of the period(s) affected by your exceptional circumstances. If your situation is still ongoing, please leave the end date blank.

**Start date: \***

9. Leave end date blank if your circumstances are still ongoing.

**End date:**

Step 5: You are welcome to upload any supporting documents. This can be doctor notes, photographs, emails etc. However, this is **not** a requirement, but a recommendation.

**10. Supporting evidence:**

Supporting evidence is not currently a requirement for Exceptional Circumstances claims.

However, we would encourage you to supply evidence if you are able to. You can skip this step if you have no evidence.

 Upload file

File number limit: 1   Single file size limit: 10MB   Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

Step 6: State how you will manage your reassessment workload when it is time to submit your assignment. You can state if you have booked appointments with Student Wellbeing Services, if you intend to attend Academic Skills service (ASK) workshops, or if you intend to use the [Assessment Action Plan](#), for example.

11. Please explain how you plan to complete deferred assessments, if your claim for Exceptional Circumstances is approved: \*

Step 7: Select yes or no on whether you have contacted Student Wellbeing Services in the last 3 months. Their details can be found [here](#).

### Section 6 - Student Wellbeing Services

It would be helpful if you could tell us whether you have contacted the University's Student Wellbeing Services about your situation in the last 3 months.

If you feel it would be helpful, their contact details are:

MyWellbeing: <https://mywellbeing.bathspa.ac.uk/unauth>

Email: [studentwellbeing@bathspa.ac.uk](mailto:studentwellbeing@bathspa.ac.uk)

Phone: 01225 876543

Website: <https://www.bathspa.ac.uk/students/student-wellbeing-services/>

12. Have you contacted the University's Student Wellbeing Services about your situation within the last 3 months? \*

☐ Yes

☐ No

Step 8: Lastly, you must read and understand that your next level of course may be affected, and your graduation could be delayed if your Exceptional Circumstances Claim is accepted.

## Section 7 - Before you Submit

before you submit, you must confirm that you have read and understood the following (even if they do not apply to your situation at the moment):

13. Your progression onto the next level of your course may be affected if you have not completed enough credits by the last assessment point of your year of study. Please see the University Progression rules at the following link for more details:

<https://bathspa.topdesk.net/tas/public/ssp/content/detail/knowledgeitem?unid=332e3fa2e1184568abe8af008e9325cc> \*

☐ I understand

14. Final year students will only complete their award or attend a Graduation ceremony once all assessments are completed and passed. If you are nearing the end of your course, please be aware that deferring your assessments through Exceptional Circumstances may delay your completion date and Graduation. Once completed, you will be invited to the next available Graduation ceremony. \*

☐ I understand