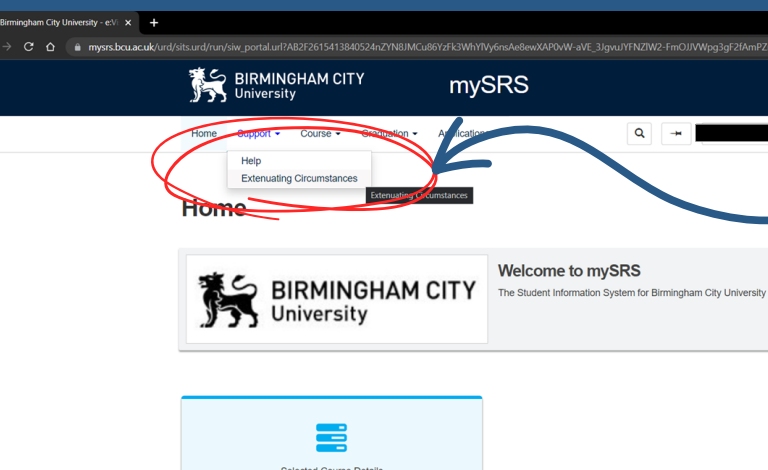


APPLYING FOR EXTENUATING CIRCUMSTANCES

A HELPFUL GUIDE

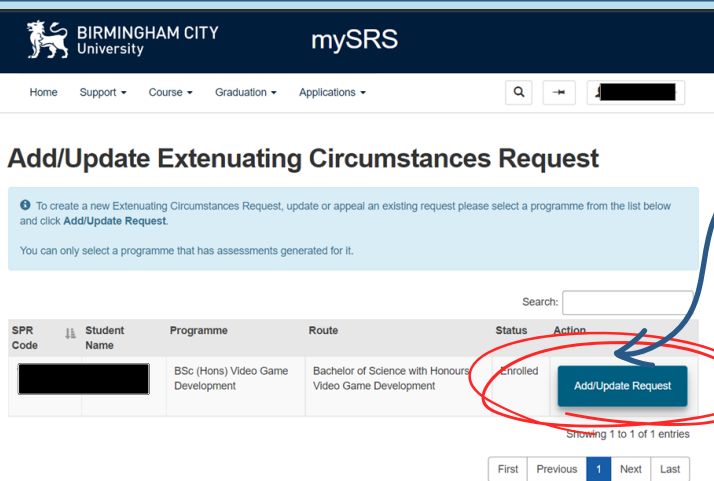
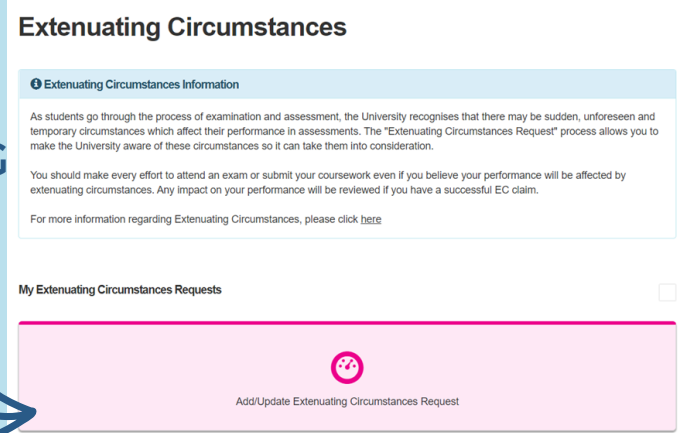


1) CLICK ON EXTENUATING CIRCUMSTANCES

Choose the support dropdown tab on mySRS and select extenuating circumstances

2) CLICK ON THE RED BOX TO ADD A NEW CLAIM OR UPDATE AN EXISTING CLAIM

This red box will open up a claim request page; it can be saved and returned to at a later date if required

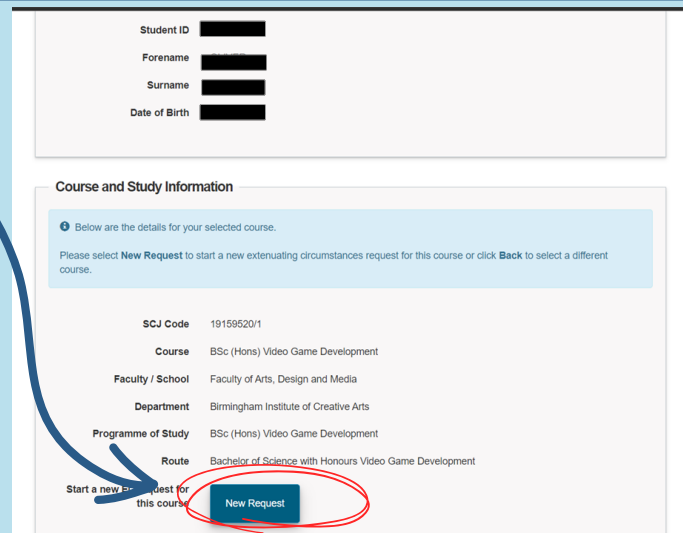


3) BEGIN YOUR CLAIM BY CLICKING THE BLUE BOX (ADD/UPDATE REQUEST)

All claims made will be found in this section

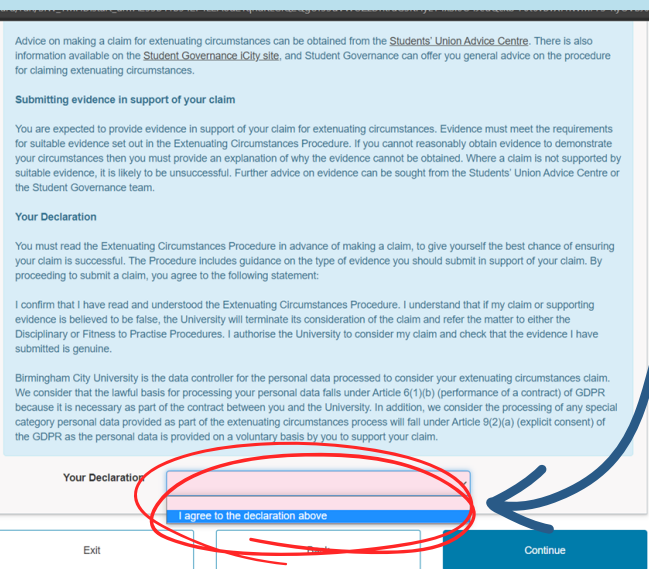
4) CHECK DETAILS AND SELECT NEW REQUEST

Here, your personal details and course details will show; check them over and if correct click new request



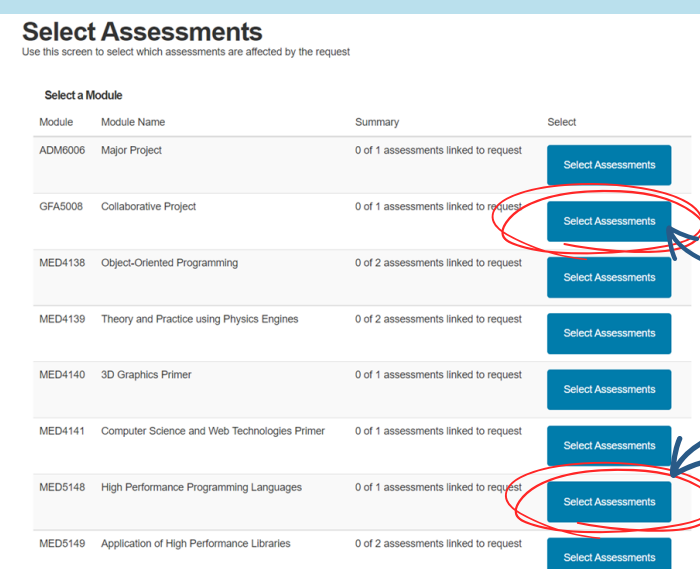
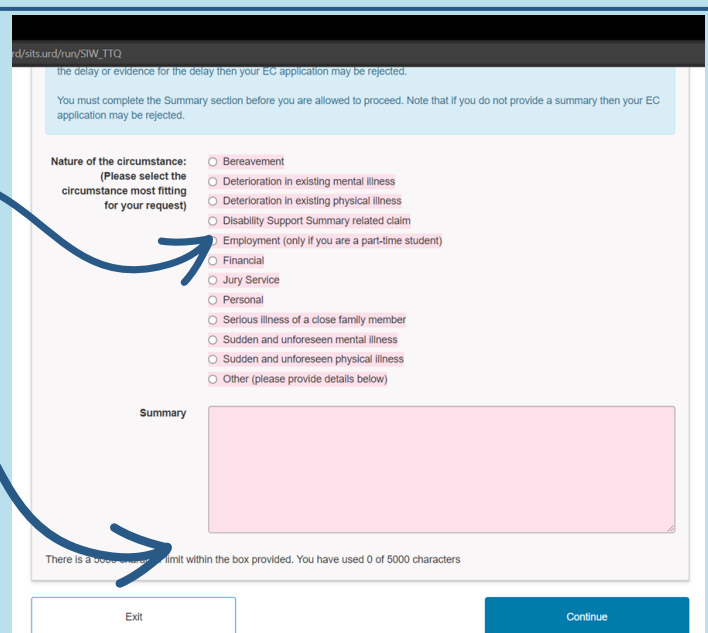
5) STUDENT DECLARATION

Read through and if in agreement confirm and continue



6) NATURE OF CIRCUMSTANCES

Here you can select the nature of your EC claim and provide a small description outlining the circumstances



7) SELECT ASSESSMENT

Select all the assessments that are going to be affected by your circumstances

EC'S A HELPFUL GUIDE

8) CHOOSE THE CLAIM TYPE

From the 'impact' drop down select either

- Review of performance (defers attempt to next available opportunity)
- Extension (10 working days)
- DSS related remark
- DSS related repeat

If you would like to understand more about these options, please refer to policy or contact us

Sequence	Type	Weighting	Attempt	Impact	Name	Original Due Date	Extension Approved	Linked to Request	Select
001	COURSEWORK	100	1	Select	Portfolio			No	<input type="checkbox"/>

9) SUPPLYING EVIDENCE

The guidance outlines you must submit evidence to support your circumstance; however, if you are awaiting evidence, do not wait to submit your claim. The drop-down allows you to select that you will be later uploading evidence.

Upload Supporting Evidence

Have you uploaded all the evidence you wish to provide?

--- Please Select ---

--- Please Select ---

I have uploaded all the evidence I wish to be considered in support of my claim.

I have uploaded part of the evidence I wish to be considered in support of my claim, and will upload the remaining evidence at a later date.

I have not uploaded evidence at this time, but will upload evidence at a later date.

I have no evidence to submit in support of my claim.

10) ADDING YOUR REQUEST

This page allows you to review your claim.

Once you have reviewed the details you have supplied and are happy with your claim, you can submit it!

Submitted Details - Request EC- [REDACTED]

Summary Information

Personal and Course Details

Student I.D. [REDACTED]

Official Name [REDACTED]

Course Name BSc (Hons) Video Game Development

Faculty Faculty of Arts, Design and Media

Circumstances

Nature of the circumstance Personal

Summary N/A

11) CONFIRMATION & SUBMISSION

Here you can confirm you have supplied all the details by following the checklist outlined

Then once happy that you have completed all necessary actions, you can tick you confirm and submit your EC claim

Confirmation

Before you submit your form, check you have done the following. This will help speed up our consideration of your claim and may make your claim more likely to be successful.

Checklist:

- Checked the Procedure to confirm that your circumstances are likely to be considered extenuating
- Included all the assessments you wish to include in your claim
- Provided evidence in support of your claim (including evidence to explain any delay) or indicated that evidence will follow

Please note - after you have submitted your request you will no longer be able to make any amendments or upload additional documents.

I confirm the information given on this form and the supporting evidence is true and accurate.*

Submit

FURTHER GUIDANCE ON SUBMITTING AN EXTENUATING CIRCUMSTANCES CLAIM CAN BE FOUND HERE: [HTTPS://ICITY.BCU.AC.UK/CONTENT/DOCUMENT/EXTENUATING-CIRCUMSTANCES-PROCEDURE-FINAL-CURRENT](https://icity.bcu.ac.uk/content/document/extenuating-circumstances-procedure-final-current)

IF YOU WOULD LIKE SOME GUIDANCE AND ADVICE ABOUT EXTENUATING CIRCUMSTANCES PLEASE CONTACT THE STUDENT UNION ADVICE TEAM HERE: [HTTPS://WWW.BCUSU.COM/ADVICE/](https://www.bcusu.com/advice/)