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	BIRMINGHAM CITY my	SRS	1)	CLICK ON EXTENUATING
	Home Boundert Course - Sectoration - At lication	Q +		CIRCUMSTANCES
	Help Extenuating Circumstances		l Ch	oose the support dropdown tab
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			or	mySRS and select extenuating
		Welcome to mySRS The Student Information System for Birmingham City University		circumstances
	BIRMINGHAM CITY University	, , , , , , , , , , , , , , , , , , , ,		
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				Extenuating Circumstances
	Selected Course Details			
2)CLIC	K ON THE RE			Extenuating Circumstances Information As students go through the process of examination and assessment, the University recognises that there may be sudden, unforeseen and
				As subdenis go intogri ne process or examination and assessment, ure christian (couplings into the ring/or south, universent and temporary circumstances which affect their performance in assessments. The "Externating Circumstances Request" process allows you to make the University aware of these circumstances so it can take them into consideration.
INEVV C			211140	You should make every effort to attend an exam or submit your coursework even if you believe your performance will be affected by externating circumstances. Any impact on your performance will be reviewed if you have a successful EC claim.
	CLA	M		For more information regarding Extenuating Circumstances, please click here
This red	l box will open u	ıp a claim requ	est	
	can be saved ar	•		My Extenuating Circumstances Requests
page, it			ara	
	later date if r	equired		1
BIRMINGHAN 🐔				Add/Update Extenuating Circumstances Request
University	^{4 CITY} mySRS			
Home Support - Cours	se • Graduation • Applications •) BEGI	N YOUR CLAIM BY CLICKING
Add/Undata E	xtenuating Circumstances	Dequest		BLUE BOX (ADD/UPDATE
	stenuating circumstances	Request		REQUEST)
To create a new Extenuating C and click Add/Update Request.	Circumstances Request, update or appeal an existing request pleas	e select a programme from the list below		REQUEST)
You can only select a programme	that has assessments generated for it.			ims made will be found in this
		Search:	7 (11 CTC	
SPR Jh Student F Code Name	Programme Route	Status Action		section
	BSc (Hons) Video Game Bachelor of Science with Honours Development Video Game Development	Add/Update Request		
		Snowing 1 to 1 of 1 entries	, 	Student ID
		First Previous 1 Next Last		Surname
	CK DETAILS A			Date of Birth
4) CHEY				
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	NEW REQU		\frown	Course and Study Information
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Your Dec

Select Assessments

Module Name

GFA5008 Collaborative Project

MED4140 3D Graphics Primer

MED4138 Object-Oriented Programming

MED4139 Theory and Practice using Physics Engines

MED4141 Computer Science and Web Technologies Primer

MED5148 High Performance Programming Languages

MED5149 Application of High Performance Libraries

Select a Module

ADM6006 Major Project

Your Declaration

You must read the Extenuating Circumstances Procedure in advance of making a claim, to give yourself the best chance of ensuring your claim is successful. The Procedure includes guidance on the type of evidence you should submit in support of your claim. By proceeding to submit a claim, you agree to the following statement:

I confirm that I have read and understood the Extenuating Circumstances Procedure. I understand that if my claim or supporting evidence is believed to be false, the University will terminate its consideration of the claim and refer the matter to either the Disciplinary or Filness to Practise Procedures. I authorise the University to consider my claim and check that the evidence I have submitted is genuine.

Birmingham City University is the data controller for the personal data processed to consider your extenualing circumstances claim. We consider that the lawful basis for processing your personal data fails under Article 6(1)(b) (performance of a contract) of GDPR because it is necessary as part of the contract between you and the University. In addition, we consider the processing of any specia category personal data provided as part of the extenuating circumstances process will fail under Article 9(2)(a) (explicit consent) of the GDPR as the personal data is provided on a voluntary basis by you to support your claim.

by the request

Summary

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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

the delay or evidence for the delay then your EC application may be rejected. You must complete the Summary section before you are allowed to proceed. Note that if you do not provide a summary then your EC application may be rejected. Nature of the circumstance: Please select the Deterioration in existing mental illness Deterioration in existing physical illness Deterioration in existing physical illness Deterioration in existing mental illness Deterioration in existing physical existing existing existing existing existing existing e

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

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Select As	sessments Tab	le		V						•••• •
Sequence	Туре	Weighting	Attempt	Impact	Name	Original Due Da	te Exte	ension Approved	Linked to Request	Select
001	COURSEWORK	100	1	Select	- Postfolio				No	
			\langle	Review of per	n additional 10 working days) remark		CANCEL	REMOVE FR	OM REQUEST AD	D TO REQUES
							Select	Assessments		

Add Extenuating Circumstances Request

Upload Supporting Evi	dence			
please indicate this via the dro Consideration of your claim wi provide further or all evidence your evidence. Where ten wor result of being incomplete. Please note that only the fol maximum file size accepted	opdown below. Please ill only begin at the pol at a later date, you wi king days have passe llowing File extension is: 5000(kb))	note that claims submitted without e nt at which all of your evidence is red II have ten working days from the dat	te or are unable to upload if at this time vidence are likely to be unsuccessful. belved. If you indicate that you intend to te of logging your claim in which to provide idence, your claim will likely be rejected as a DF,DOC,DOCX.TIFF,TIF,PNG. (The	
Have you uploated all the evidence you with to provide?	Please Select Please Select I have uploaded I have uploaded I have not uploa	t I all of the evidence I wish to be cor	posidered in support of my claim, and will uploa pload evidence at a later date.	id the remaining evidence at a la
Exit		Back	Continue	

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 dropdown allows you to select that you will be later uploading evidence.

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!

Add Extenuating Circumstances Request

Submitted Details - Reque	est EC-
9 Summary Information	
Please review each of the section Once you have reviewed all the in	is below. If any details are incorrect please click the relevant Amend button to update these details, information click Submit.
Personal and Course	Details
Student I.D	
Official Name	
Course Name	BSc (Hons) Video Game Development
Faculty	Faculty of Arts, Design and Media
Circumstances	
Nature of the circumstance	Personal
Summary	N/A
	Amend Circumstances

		Next	Last		SUBMISSION
A	Amend Evi	idence			
					Here you can confirm you have supplied all the details by following the checklist
help speed up our co	onsideratio	on of your			outlined
		dence will	1		Then once happy that you have completed all
e to make any amend	lments or	upload			necessary actions, you can
e is true and accura	ate.*			L	tick you confirm and submit your EC claim
		Submit			
c in e t	considered extenuat ny delay) or indicate to make any amend	considered extenuating v ny delay) or indicated that evid to make any amendments or his true and accurate.*	considered extenuating with a solution of the	ny delay) or indicated that evidence will to make any amendments or upload	considered extenuating ny delay) or indicated that evidence will to make any amendments or upload

FURTHER GUIDANCE ON SUBMITTING AN EXTENUATING CIRCUSMTANCES CLAIM CAN BE FOUND HERE: PS://ICIT J.AC.UK/CONTENT/DOCUMENT/EXTENU Y.BCI ANCES-PROCEDURE-FI ING-CIR(ENT

IF YOU WOULD LIKE SOME GUIDANCE AND ADVICE ABOUT EXTENUATING CIRCUMSTANCES PLEASE CONTACT THE STUDENT UNION ADVICE TEAM HERE: TPS://WWW.BCUSU.COM/ADVICE/