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**APPLICATION FOR EXEMPTION FROM LATE PENALTIES**

If you are submitting coursework late and this is due to unforeseen medical or exceptional circumstances it may be possible for you to be exempt from the late penalty on your coursework mark. All claims should be supported by appropriate independent evidence (for example, Doctors’ letters or records of online consultations, police reports, insurance reports); examples of acceptable evidence to support a claim can be found in [CoPA Appendix M Annexe 1: Policy on Extenuating Circumstances: Guidelines for Staff and Students](https://www.liverpool.ac.uk/media/livacuk/tqsd/code-of-practice-on-assessment/appendix_M_Annex1_cop_assess.pdf).

|  |  |
| --- | --- |
| **FULL NAME** |  |
| **STUDENT ID**  |  |
| **PROGRAMME OF STUDY** |  |
| **YEAR OF STUDY** |  | Please indicate as appropriate | **Semester 1** | **Semester 2** | **Resit Period** |
|  |  |  |

**DETAILS OF LATE COURSEWORK**

|  |  |  |  |
| --- | --- | --- | --- |
| **Module Code** | **Assessment task and title where relevant**  | **Original deadline** dd/mm/yy | **Date submitted**dd/mm/yy |
|  |  |  |  |

**Details of your extenuating circumstances**

Please provide a **detailed** description of the extenuating circumstances that are affecting your ability to submit on time, including the time-period over which these circumstances are/have been occurring. **It is important to provide as much information as possible for the nominated staff to consider your application.**

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**SUPPORTING DOCUMENTATION**

Please list all the supporting documentation of your claim and indicate that which is appended to this form and any evidence that you will have to obtain at a later date. All claims should be supported by appropriate independent evidence and **it is important to be specific with your evidence**. Examples of the type of acceptable evidence are provided in the CoPA**:** [**Appendix M Annexe 1: Policy on Extenuating Circumstances: Guidelines for Staff and Students**](https://www.liverpool.ac.uk/media/livacuk/tqsd/code-of-practice-on-assessment/appendix_M_Annex1_cop_assess.pdf). Please consult this policy for details of how the documentation will be held and used by the University in accordance with GDPR requirements.

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**STUDENT/APPRENTICE DECLARATION**

I confirm that all the information contained in this statement is accurate and complete to the best of my knowledge. I consent to the information being used by staff nominated by the Dean/Head of School/Institute to consider exemptions and I understand that the information will be treated in the strictest confidence and in accordance with GDP Regulations.

Signature of student/apprentice: ……………………...................................................

Date: …………………................................

**FOR USE BY OFFICE STAFF ONLY**

|  |  |  |  |
| --- | --- | --- | --- |
| **Original Mark** | **Mark after penalty applied** | **Exemption claim accepted** | **Final Mark** |
|  |  |  |  |

Claim dealt with by ……………………………………………………………………………………………………………………. [name]

Date………………………………………………..