# M:\Academic Secretary\China\colour_logo_0848.png

# Extenuating Circumstances Application Form (form for online students studying with Kaplan only)

1. For full details of the University of Liverpool’s Extenuating Circumstances Policy please refer to:

* [Appendix M](https://www.liverpool.ac.uk/media/livacuk/tqsd/code-of-practice-on-assessment/appendix_M_cop_assess.pdf) to the Code of Practice on Assessment: *Policy on Extenuating Circumstances*
* [Annex 1 to Appendix M](https://www.liverpool.ac.uk/media/livacuk/tqsd/code-of-practice-on-assessment/appendix_M_Annex1_cop_assess.pdf): Policy on Extenuating Circumstances: *Guidelines for Staff and Students*

2. The completed application form and supporting documentation must be submitted via the Kaplan VLE as soon as possible, and normally within five days of the start of the period of extenuating circumstances under consideration.

3. If you are unable to provide supporting documentation the University’s Extenuating Circumstances Committee may decline to make a recommendation to the Board of Examiners.

4. All sections of this form must be completed.

## Your Details

|  |  |
| --- | --- |
| **Full Name** |  |
| **Student ID Number** |  |
| **E-mail Address\*** |  |
| **Programme of Study** |  |
| **Date Studies Commenced** |  |

\* *Please either provide your University of Liverpool email address (...@liverpool.ac.uk) or an alternative personal email address*

## Assessments affected by extenuating circumstances

Please list each assessment separately and indicate if this was missed or affected, adding further rows if required:

|  |  |  |  |
| --- | --- | --- | --- |
| **Module Code** | **Type / Name of Assessment** | **Assessment Missed or Affected?** | **Assessment Deadline** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Details of extenuating circumstances

Please provide a detailed description of the extenuating circumstances that may have affected your performance in the above modules, including the time-period over which these circumstances occurred. It is important to provide as much information as possible for the Extenuating Circumstances Committee to consider your application - simply stating ‘*I was ill’* is not enough.

|  |
| --- |
|  |

## Supporting documentation

Please list below all the supporting documentation of your claim and attach all documentation to your email when submitting this form. If evidence is not yet available, you should still submit this form and should indicate below what evidence you are intending to provide and the date by which you expect to be able to do so.

|  |
| --- |
|  |

All claims should be supported by appropriate documentation (for example, Doctors’ letters or records of online consultations, police reports, insurance reports).

It is important to be specific with your evidence. For example, a general claim of illness will not be accepted as evidence for under-performance at a later date. Examples of the type of evidence that the Committee may expect to see are provided in the [Annex 1 to Appendix M](https://www.liverpool.ac.uk/media/livacuk/tqsd/code-of-practice-on-assessment/appendix_M_Annex1_cop_assess.pdf): Policy on Extenuating Circumstances: *Guidelines for Staff and Students.*

## 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 the University’s Extenuating Circumstances Committee and understand that the information will be treated in the strictest confidence.

|  |  |
| --- | --- |
| **Signature (type full name)** |  |
| **Date** |  |

**The completed and signed assessment appeal form and all supporting documentation should be submitted via the Kaplan VLE.**