

Think You May Have Extenuating Circumstances?

Look at www.cf.ac.uk/ec; the best document to start with is "Extenuating Circumstances – All You Need to Know". Following this, you need to decide if you meet the criteria. If you're not sure, you can seek advice and help from the student's union (advice@cardiff.ac.uk) or student cases within the School (HCAREExtCircs@Cardiff.ac.uk)

No, you don't: in this situation you can seek advice from the student's union or your personal tutor as there may well be other options you can consider

Yes, you do: look at the assessment schedule for your programme on Learning Central, or the shared drive (<https://netstorage-mwe.cf.ac.uk/NetStorage/?/oneNet/Netstorage/shrhcare/hcare/shared/StudentsMaterials>), in order to check your deadline for submitting extenuating circumstances;

You've missed the deadline. If you have good reason for not submitting the extenuating circumstances before the deadline you could consider the appeals process once you have your results verified
<http://www.cardiff.ac.uk/regis/sfs/exams/verification/>

You meet the deadline: decide what is more appropriate for you -requesting an exam board remedy, or an extension. Complete the form accordingly *ensuring you have the necessary evidence*. Submit the form and evidence HCAREExtCircs@Cardiff.ac.uk

You will receive an electronic acknowledgement when your application form and evidence have been received.

Extension request: This will be considered by your programme manager, or Field Lead, and you will normally be informed of the outcome within 10 working days of the application.

Exam Board remedy Request: This will be considered by the School Extenuating Circumstances Group (ECG), which meets monthly. You will normally be informed of the decision of the group within 10 working days of the group meeting. If your application is rejected then you may wish to discuss other options for support with the student's union or your personal tutor. If your application is accepted, the relevant exam board will be notified of this and the most appropriate exam board remedy decided upon.