Report of Extenuating Circumstances for Consideration by the Chief Examiner

**Computing Science**

Please also refer to the University Regulations on Extenuating Circumstances in Section 6.3.5 of the Academic Policy and Practice Quality Handbook (https://www.stir.ac.uk/academicpolicy/handbook/assessment/)

The extenuating circumstances board will meet twice a year to consider requests for extenuating circumstances to be taken into account when deciding grades for assessed work.

If a student experiences circumstances ***beyond their control*** that they feel are having a negative impact on an assessment then they may consider submitting a request that the extenuating circumstances be taken into account. This should only be considered when every other avenue has been explored.

**Projects and assignments.**  If a student is experiencing long-term difficulties which they feel are affecting their work then they should consider seeking leave of absence. If their difficulties are short term then they should consider requesting an extension.

**Class tests.**  All students should attend class tests. If a student is unable to attend, then they should submit a request for extenuating circumstances to be taken into account. For guidance on what may be regarded as acceptable, the student should consult the guidelines for applying for a deferred examination.

**Examinations.** If a student is unable to take an examination then they should consider applying for a deferred examination and consult the relevant guidelines. If a student completes the examination but feels they have experienced circumstances which warrant special consideration, then they should submit a request for extenuating circumstances to be taken into account.

Note that we require evidence of your extenuating circumstances. If this is not possible or is impractical then you are advised to discuss the matter with your personal tutor, module coordinator or the chief examiner. If you have difficulty completing the form then you may ask your personal tutor, module coordinator, or chief examiner to do it for you.

Our authority to alter grades is very restricted. Grades can only be raised where it is clear that the circumstances in question have caused the student to obtain grades that are demonstrably lower than their typical level of achievement. To this end, any evidence provided to the panel must be sufficiently specific with regard to the dates of the circumstances so that it is possible to compare the standard of work attained during the period of extenuating circumstances with the standard of work attained outwith this period.

Please complete the form overleaf and sent it via your university email to your module coordinator and to the Chief Examiner (savi[@cs.stir.ac.uk](mailto:psj@stir.ac.uk)). Attach any evidence with your application (e.g. doctor’s note). The form must be received no later than two working days after the last assessment date in the module. In most cases, this will be two days after the final exam.

Name**:** Click here to enter text.

Student Number**:** Click here to enter text.

Date of submission of this form**:** Click here to enter text.

Computing Science module(s) taken this semester**:**

Click here to enter text.

Dates of extenuating circumstances**:**

Click here to enter text.

Which Computing Science assessment was completed during this period?

|  |  |  |
| --- | --- | --- |
| Module | Assessment | Date (e.g. deadline for coursework, or date of exam) |
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Details of extenuating circumstances**:**

Click here to enter text.

**Supporting statement from staff:**

**Recommendation from chief examiner (CS):**

This application for consideration of extenuating circumstances has been:

☐ Accepted

☐ Rejected

☐ Evidence not submitted/insufficient

☐ Unclear why extension/deferral was not sought

☐ Dates of assessments and/or period of extenuating circumstances are unclear or inconsistent

☐ Other

Further details of reason(s) for rejection: