

Reporting Extenuating Circumstances (ECs)

If you have experienced any difficulties such as illness, family problems or bereavement which may have affected your studies, you can submit an EC request via e:Vision and indicate what consideration/adjustment you are requesting (e.g. extension to submission date; break in studies.)

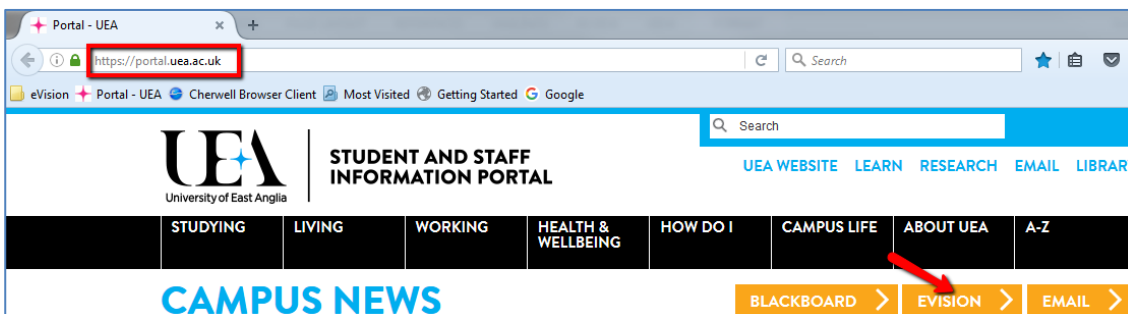
Reporting ECs means that the Board of Examiners which considers your marks for the year will know if you have experienced problems which might have affected your performance. Instructions on how to submit an EC can be found below.

For more information about ECs please refer to:

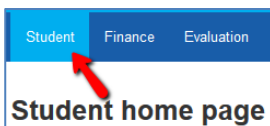
<https://portal.uea.ac.uk/learning-and-teaching/students/advice-on-difficulties/extenuating-circumstances>

Section 1: Accessing the Extenuating Circumstances (ECs) task in e:Vision

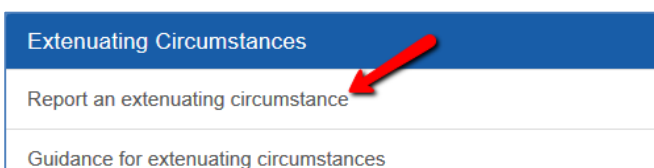
1. Log into your student view of e:Vision. E:Vision can be accessed via the UEA Portal <https://portal.uea.ac.uk>.
2. Click the **e:Vision** tab on the Portal homepage to access your student view.



3. When e:Vision opens ensure you have selected the **Student** tab at the top of the screen.



4. Scroll down to locate the **Extenuating Circumstances** container and click on **Report an extenuating circumstance** to open the task.



Section 2: Reporting your Extenuating Circumstances (ECs)

The task starts with the same screen for all types of EC requests as shown below:

1. Select the **Nature** of your EC from the dropdown list then type further details into the **Circumstances** and **Impact** text boxes.

Page 1. Report an extenuating circumstance

Please select from the dropdown list the type of extenuating circumstances you are reporting. Please refer to the [guidance notes](#).

Nature* Health

Please give details of your circumstances.

Circumstances* 200

Please give details of how they have impacted on your ability to study effectively or complete assessments.

Impact* 200

If you would like to provide additional information regarding the above circumstances please contact your [LTS Hub](#).
If you wish to cancel this request please press the cancel button.

Cancel Next

2. Please note that each text box has a limit of 200 characters. If you need to provide additional information click the **LTS Hub** link at the bottom of the screen and email your Hub after you have completed your request.
3. At the next screen select the most appropriate option, then click **Next** to continue. Only one option can be selected per request so if you need to request two adjustments, for example, then please make two separate requests. The screenshots on the following pages show what you can expect to see for each option type.

Page 2. Type of adjustment

Indicate below what type of adjustment you are seeking.
Please refer to the [guidance notes](#).

Select most appropriate option

Type*

- Extension to submission deadline (automatic self-certification for 3 working days).
- Extension to submission deadline (not self-certification, evidence required).
- Delayed Assessment/Reassessment (e.g. Exam, OSCE, presentation, course test etc)
- Consideration by Board of Examiners
- Repeat of year/break in studies

Back Next

Note: if your request is submitted more than 2 working days after the assessment due date then you must also provide an explanation for the lateness of the request before your request can be considered. If you have not included this in your request, please email your LTS Hub with details.

Contact details for your LTS Hub can be found at: <https://portal.uea.ac.uk/learning-and-teaching/hubs>

Extension to submission deadline (self-certification for 3 working days)

Extension to submission deadline (automatic self-certification for 3 working days)

1. The purpose of an automatic “self-certification” request (SCR) is to cover unforeseen, very short-term problems which impact on your ability to submit your coursework by the deadline but where obtaining third party evidence is either unreasonable or impractical.
2. This option can be used if you are reporting an EC for:
 - Coursework/Written Assignment
 - Dissertation
 - Project
3. Any assessments eligible for a self-certification request will display on the screen and will be included in the request.
4. Enter the first date the circumstance impacted on your studies.
5. Enter the last date on which this circumstance impacted/is likely to impact on your studies.

Page 3. Assessment Items

Self-certified extension requests

If there are no assessment items listed below, this means that you do not currently qualify for an automatic self-certification extension and should select 'Back' to submit an alternative request.

Extensions of 3 working days will be approved automatically if the request is submitted before the submission deadline. If you have other assessments due in the period covered by the self-certified extension these will have the extended deadline applied.

Extension requests can only be made 5 working days prior to the assessment submission date.

Please refer to the Extenuating Circumstances [guidance](#).

Module Code	Academic Year	Assessment Code	Title	Due Date	Extension	Submitted on
PPLI4056A	2018/9	PPLI4056A-18 (001)	Test essay 1	16/Oct/2018		
PPLI4056A	2018/9	PPLI4056A-18 (002)	Test essay 2	17/Oct/2018		

Enter the first date this circumstance affected your studies.

Enter the last date on which this circumstance impacted / is likely to impact on your studies.

Please tick here if any of the assessment items above involve group working.

I wish to submit a self-certification request to automatically extend my assessment deadlines.

If you do not wish to submit a self-certification request and would like to choose another option, please click on the back button

6. Tick the box if you are involved in group work for any of the assessment items displayed.

Please tick here if any of the assessment items above involve group working.

7. Tick to confirm that you wish to submit a self-certification request.

I wish to submit a self-certification request to automatically extend my assessment deadlines.

8. Click **Next** to continue.

9. On the next screen click the link to check the **Regulations and Guidance** then tick to confirm that your circumstance complies with the guidance for self-certification. If it does, then click **Next**.

Page 4. Regulations and Guidance

Please note that when self-certifying you must provide full details of the reason(s) why an extension is needed.

I confirm that the circumstances I am reporting for self-certification qualify as an Extenuating Circumstance as defined in the Regulations and Guidance.

Please refer to the [guidance notes](#).

Please tick the box to confirm

Back Next

Note:

- Self-certified extension requests can only be made 5 working days prior to the assessment submission date.
- You are permitted up to two SCRs during each 12 month period from your course start date, but SCRs may not be consecutively combined resulting in a 6 working day extension.
- Extensions of 3 working days will be approved automatically if the request is submitted before the submission deadline. If you have other assessments due in the period covered by the self-certified extension these will also have the extended deadline applied.

10. See [Section 3](#) of this guidance for next steps.

Extension to submission deadline (not self-certification, evidence required)

Extension to submission deadline (not self-certification, evidence required)

1. This option should be used if you are reporting an EC for:
 - Coursework/Written Assignment
 - Dissertation
 - Project
2. This option should be used if you have already requested a self-certification extension during the year or if you need an extension of longer than 3 working days.
3. Select the re/assessment(s) affected by your EC.
4. Enter the first date the circumstance impacted on your studies.
5. Enter the last date on which this circumstance impacted/is likely to impact on your studies.
6. Enter the extension deadline you are requesting
7. If any of the re/assessments items you have selected involve group work tick the box then click **Next**.

Note: The requested extension deadline date will apply to all assessments selected. Separate requests must be submitted if you would like to request a different extension date for each assessment.

Page 3. Select Assessment Items

Requests for extensions (not self-certification, evidence required)

The requested extension deadline date will apply to all assessments selected below. If you would like to request different extension dates for some assessment items then please submit another request for the relevant items. (Please refer to the [guidance notes](#))

Please select the assessment items you would like to be considered. If you are requesting an extension for an assessment item which you have already submitted please also contact your hub team.

Select	Module Code	Academic Year	Assessment Code	Title	Due Date	Extension	Submitted on
<input type="checkbox"/>	ECO-4006Y	2018/9	ECO-4006Y-18 (003)	Test Essay	07/Mar/2019		
<input type="checkbox"/>	PPLP4062A	2018/9	PPLP4062A-18 (001)	Test Essay 1(1500-2000 words)	03/Oct/2018		
<input type="checkbox"/>	PPLP4062A	2018/9	PPLP4062A-18 (002)	Test Essay 2 (1000 words)	04/Oct/2018		
<input type="checkbox"/>	PPLX4051A	2018/9	PPLX4051A-18 (001)	Test Essay Plan (1000 Words)	22/Nov/2018		
<input type="checkbox"/>	PPLX4051A	2018/9	PPLX4051A-18 (002)	Test Essay (2500 Words)	13/Dec/2018		

Enter the first date this circumstance affected your studies.

Enter the last date on which this circumstance impacted / is likely to impact on your studies.

Enter the extension deadline date that you are requesting

Please tick here if any of the assessment items that you have selected involve group working.

8. If you have consulted anyone for help to resolve your difficulties please tick the appropriate boxes and provide details in the text box.

Page 4. Provide Evidence

Please provide details if you have consulted with anyone to seek help in resolving your difficulties. Tick all that apply.

Adviser Student Union Advice Student Support Services Counselling Service University Medical Services (UMS) Other (provide further details below)

Please indicate below the supporting evidence you will submit shortly (Please refer to the guidance notes.)

(100 Characters Limit)

Submitting Evidence
Unless you are self-certifying, you must provide appropriate evidence of your extenuating circumstances. Please note that medical certificates provided by the University Medical Service (UMS) will be forwarded by UMS to your LTS Hub. You may provide other forms of evidence either in hard copy or electronically to your LTS Hub, please arrange for this to be submitted to your hub within 5 working days. Please check here for the address <https://portal.uea.ac.uk/learning-and-teaching/hubs>

Back Next

Note: You must provide appropriate evidence of your ECs to your LTS Hub, except for self-certification requests. Ensure you have read the onscreen note about **Submitting Evidence** on Page 4 of the task for further details. If your request has been submitted more than 2 working days after the assessment due date then you must also provide an explanation for the lateness of the request before your request can be considered.

9. See [Section 3](#) of this guidance for next steps.

Delayed Assessment/Reassessment (DA/R)

Delayed Assessment/Reassessment (e.g. Exam, OSCE, presentation, course test etc)

1. This option should be used if you are reporting an EC for:
 - Examination
 - Course Test
 - Objective Structured Clinical Examination (OSCE)
 - Objective Structured Pharmacy Examination (OPSE)
 - Practical
 - Presentation
2. Select the re/assessment(s) affected by your EC.
3. Enter the first date the circumstance impacted on your studies.
4. Enter the last date on which this circumstance impacted/is likely to impact on your studies.
5. If any of the re/assessments items you have selected involve group work tick the box then click **Next**.

Page 3. Select Assessment Items

Select the assessment items that you would like to be considered for a delayed assessment/reassessment. Please refer to guidance notes.

Select	Module Code	Academic Year	Assessment Code	Title
<input checked="" type="checkbox"/>	ECO-4006Y	2018/9	ECO-4006Y-18 (001)	Seminar Presentation
<input type="checkbox"/>	ECO-4006Y	2018/9	ECO-4006Y-18 (002)	Course Test
<input type="checkbox"/>	ECO-4006Y	2018/9	ECO-4006Y-18 (004)	Examination - Lectures

Enter the first date this circumstance affected your studies.

Enter the last date on which this circumstance impacted / is likely to impact on your studies.

Please tick here if any of the assessment items that you have selected involve group working.

6. If you have consulted anyone for help to resolve your difficulties please tick the appropriate boxes and provide details in the text box.

Page 4. Provide Evidence

Please provide details if you have consulted with anyone to seek help in resolving your difficulties. Tick all that apply.

Adviser Student Union Advice Student Support Services Counselling Service University Medical Services (UMS) Other (provide further details below)

Please indicate below the supporting evidence you will submit shortly (Please refer to the guidance notes.)

(100 Characters Limit)

Submitting Evidence
Unless you are self-certifying, you must provide appropriate evidence of your extenuating circumstances. Please note that medical certificates provided by the University Medical Service (UMS) will be forwarded by UMS to your LTS Hub. You may provide other forms of evidence either in hard copy or electronically to your LTS Hub, please arrange for this to be submitted to your hub within 5 working days. Please check here for the address <https://portal.uea.ac.uk/learning-and-teaching/hubs>

Note: You must provide appropriate evidence of your ECs to your LTS Hub, except for self-certification requests. Check the onscreen note about **Submitting Evidence** for further details. If your request has been submitted more than 2 working days after the assessment due date then you must also provide an explanation for the lateness of the request before your request can be considered.

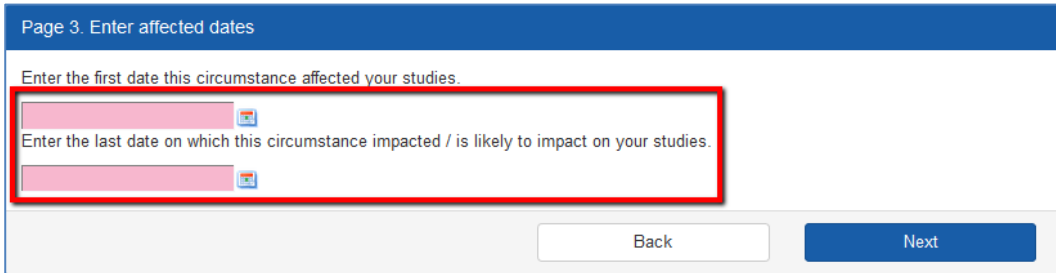
Note: If your request is approved the re/assessment(s) will be rearranged and you will be advised of the date/time in due course.

See [Section 3](#) of this guidance for next steps.

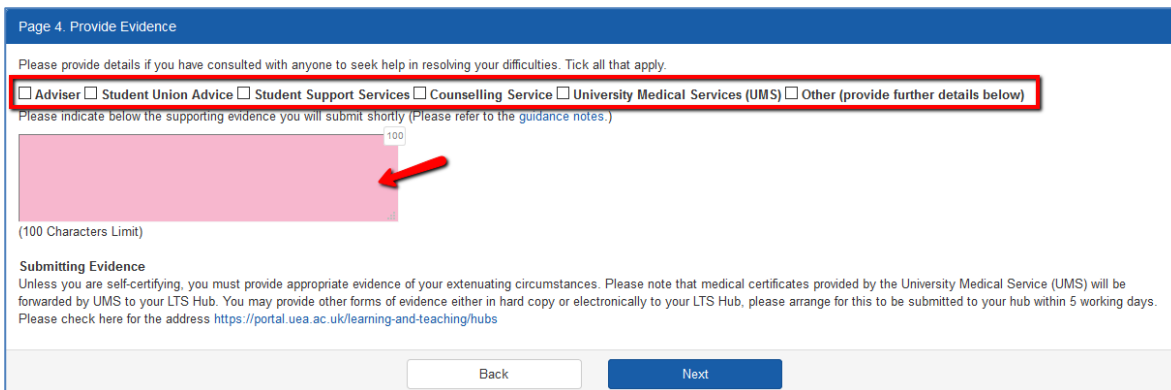
Consideration by Board of Examiners

Consideration by Board of Examiners

1. This option should be used to report ECs for consideration by the Board of Examiners and means that the Examiners who consider your marks for the year will know if you have experienced problems which might have affected your performance.
2. Enter the first date the circumstance impacted on your studies.
3. Enter the last date on which this circumstance impacted/is likely to impact on your studies, then click **Next**.



4. If you have consulted anyone for help to resolve your difficulties please tick the appropriate boxes and provide details in the text box.
5. If required, you can use the free text box to provide details of specific assessments that have been affected by ECs.



Note: You must provide appropriate evidence of your ECs to your LTS Hub, except for self-certification requests. Check the onscreen note about **Submitting Evidence** for further details. If your request has been submitted more than 2 working days after the assessment due date then you must also provide an explanation for the lateness of the request before your request can be considered.

6. See [Section 3](#) of this guidance for next steps.

Other (repeat of year/break in studies etc.)

Repeat of year/break in studies

1. This option should be used to request a repeat to a period of study/break in studies.
2. Enter the first date the circumstance impacted on your studies.
3. Enter the last date on which this circumstance impacted/is likely to impact on your studies, then click **Next**.

Page 3. Enter affected dates

Enter the first date this circumstance affected your studies.

Enter the last date on which this circumstance impacted / is likely to impact on your studies.

Back Next

4. If you have consulted anyone for help to resolve your difficulties please tick the appropriate boxes and provide details in the text box.

Page 4. Provide Evidence

Please provide details if you have consulted with anyone to seek help in resolving your difficulties. Tick all that apply.

Adviser Student Union Advice Student Support Services Counselling Service University Medical Services (UMS) Other (provide further details below)

Please indicate below the supporting evidence you will submit shortly (Please refer to the guidance notes.)

(100 Characters Limit)

Submitting Evidence
Unless you are self-certifying, you must provide appropriate evidence of your extenuating circumstances. Please note that medical certificates provided by the University Medical Service (UMS) will be forwarded by UMS to your LTS Hub. You may provide other forms of evidence either in hard copy or electronically to your LTS Hub, please arrange for this to be submitted to your hub within 5 working days. Please check here for the address <https://portal.uea.ac.uk/learning-and-teaching/hubs>

Back Next

Note: You must provide appropriate evidence of your ECs to your LTS Hub, except for self-certification requests. Check the onscreen note about **Submitting Evidence** for further details. If your request has been submitted more than 2 working days after the assessment due date then you must also provide an explanation for the lateness of the request before your request can be considered.

Note: Once your evidence has been received, your LTS Hub will seek a concession on your behalf. Further details about the concession process can be found at: <https://portal.uea.ac.uk/learning-and-teaching/students/studying/concessions>. A concession requires the approval of the University and you should not assume that your request has been granted until formally notified of the outcome by the University.

5. See [Section 3](#) of this guidance for next steps.

Section 3: Completing the Extenuating Circumstances (ECs) task

For all options chosen at the start of the EC task, the task always ends with the **Detail of Resolution** and **Summary** screens.

Detail of Resolution

1. Select the appropriate options and provide an explanation about how and when you expect your personal difficulties to be resolved.
2. If you are no longer participating in your course you will need to provide the last date you participated in your studies (i.e. last date of attendance/submission of work).
3. Then click **Next** to move to the summary screen

The screenshot shows a web form titled "Page 5. Detail of Resolution". It contains the following elements:

- A question: "Are you still participating in your course?" with two radio button options: "Yes" (selected) and "No".
- A text input field for "Provide the last date you participated." with a calendar icon.
- A question: "Would you like to request an interruption to a period of study?" with two radio button options: "Yes" (selected) and "No".
- A text area for "Please outline below how and when you expect your personal difficulties to be resolved." with a character count of 100.
- A footer with two buttons: "Back" and "Next".

Summary

1. Check the details on the summary page are correct.
2. If not, click the **Back** button to return to previous screens. (do not use browser button to click back)

Confirm EC creation

Your request is not logged until you have confirmed the details on this page!

You have entered the following details on the previous pages of this task, please check and confirm that these are correct.

Page 1

You have stated the nature of the circumstances to be **Health**.

The details you gave:

I have the flu
I cannot work due to a high fever

Page 2

You have requested the following adjustment: **Extension to submission deadline (not self-certification, evidence required)**.

Page 3

You have requested an extension for the following assessment items:

PPLP4062A, PHILOSOPHICAL PROBLEMS, PPLP4062A-18, (002), Test Essay 2 (1000 words)
PPLP4062A, PHILOSOPHICAL PROBLEMS, PPLP4062A-18, (001), Test Essay 1(1500-2000 words)

The first date this circumstance affected your studies: **01/Oct/2018**

The last date this circumstance affected your studies: **19/Oct/2018**

The extension date you are requesting: **22/Oct/2018**

Page 4

You have consulted with: **Adviser**

You have provided, or will provide the following evidence:

Doctor's letter


Page 5

You have said you are currently participating on your course.

You have said you **would not like** to request an interruption to a period of study.

You have given the following details of how and when you expect your personal difficulties to be resolved:

I hope to be well enough to work in two weeks time.

Is the above information accurate and true?  The information displayed above is not correct please click 'Back' to amend it. If correct, confirm below and you will receive an email receipt.

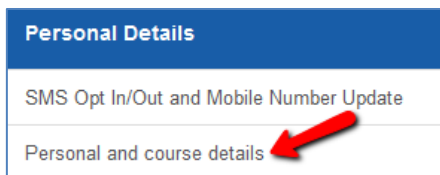
Confirm*

3. To submit your request select '**Yes I confirm the information is correct**' at the bottom of the summary screen, then click **Confirm and Submit**. You will then be returned to your Student Homepage in e:Vision
4. You will receive an email to your UEA account confirming that your request has been submitted for consideration.

Note: Self-certified extensions of 3 working days will be approved automatically if the request is submitted before the submission deadline. If you have other assessments due in the period covered by the self-certified extension these will have the extended deadline applied if selected. All other requests will be considered by the LTS Manager and/or EC Panel and you will be notified of the outcome of your request via email.

Section 4: Monitoring the progress of your Extenuating Circumstance (EC) request

1. Click the Personal and Course Details link on your Student Home Page in e:Vision:



2. Scroll down to see the **Extenuating Circumstances Requests** container. A summary is visible on this screen but for more details click **View Request** against your chosen request.

Extenuating Circumstance Requests				
Academic Year	Request submitted	Type	Status	Details
2018/9	11/Oct/2018	Extension to submission deadline (automatic self-certification for 3 working days).	Approved (self cert)	View Request

3. The details and status of your request will be displayed. Click **Back to Student Details** to return to your Personal Details screen.

Student request 001							
Student Number	Name	Request Type			Request Submission Date	Reason	
[REDACTED]	MARIE TEST	Extension to submission deadline (automatic self-certification for 3 working days).			11/Oct/2018	Health	
Details		I have the flu I have a high fever and am unable to work.					
Module Code	Academic Year	Assessment Type	Assessment Item	Title	Original deadline date	Extension	Original Return Date
PPLI4056A	2018/9	Written Assignment	001	Test essay 1	16/Oct/2018	19/Oct/2018	29/OCT/2018
PPLI4056A	2018/9	Written Assignment	002	Test essay 2	17/Oct/2018	19/Oct/2018	29/OCT/2018
Group Working involved		No			Requested deadline date		
Student still Participating?		Last Participation Date		Authorised break required?		Start Date of Circ.	
Yes				No		11/Oct/2018	
Service Consulted							
Evidence Due							
Resolution		I am taking medication and hope to be well enough to work by the beginning of next week.					
Status		Approved (self cert)					
Admin Update							
Status		Approved (self cert)					
Back to Student Details							