**EC Applications and Evidence Requirements**

Please undertake and submit your assessments following the usual procedure. The University continues to operate its extenuating circumstances procedure for assessments. If anything has happened that prevents you completing, submitting or undertaking assessment e.g. if you are ill, hospitalised, suffer a bereavement, etc., you should let us know by submitting extenuating circumstances. This includes anything that relates directly to **COVID-19.**

Between March and September 2020, the University permitted students to submit an Extenuating Circumstances claim without supporting evidence as the usual support mechanisms were difficult to access during the early stages of the pandemic in 2020. The University reviewed these short-term measures and reinstated its usual regulations for the academic year 20/21 Therefore, EC claims from the academic year 20/21 onwards must be supported by evidence, as per the regulations.

The University understands that supporting evidence may take longer to obtain than normal and will apply reasonable flexibility.  If you are affected by this, please indicate on your form a rough estimate of how long you believe it will take to supply your evidence.

Please note that most GPs/medical professionals are able to issue letters from consultations held over the phone and the University is providing its full student wellbeing service both on campus and over the phone/online.

The University will review the situation regularly and will update this guidance if it appears likely that COVID-19 will once again significantly impact access to the services which usually supply supporting documentation.

You may want to contact the SU Advice Centre advice-centre@hud.ac.uk for guidance relating to acceptable evidence to support an EC claim.

**ECs and Self-Isolation**

If you are self-isolating, you need to provide either an NHS isolation letter or positive test result. Please note that where you are self-isolating but have not tested positive, an EC will only be permitted for an on-campus exam which you cannot attend. Self-isolation with a negative test result does not stop engagement with online assessment and therefore an **EC on these grounds alone** will not be accepted.

**Technical Issues During an Exam**

If you experience any technical problems whilst taking an exam, then you must make your Module Leader aware and obtain evidence to support your claim. We require an email to your Module Leader on the day of assessment **and** evidence to demonstrate why you were not able to complete your assessment. This could be the email thread where you have escalated an issue to IT or a screenshot of an error message or issues with your software or technology. The evidence, particularly email trails, should clearly indicate that the issue occurred and was raised at the time of the assessment and not in the days following.

If you have experienced a technical issue due to broken equipment, we do not accept a picture of the broken item. If the item has broken in advance of the exam you need to find alternative means of completing your exam wherever possible; e.g. making use of the library facilities (see information below) and where this is not possible, please ensure you have emailed your Module Leader **in advance** with an explanation of the issue. As campus is open, you can use the facilities on campus to undertake online assessments.

We require this evidence at the earliest opportunity, to confirm you could not have continued with the examination. In addition to this, you must also submit a claim for an EC which includes the evidence you have gathered within 5 working days of the exam.

**‘Fit to Sit’ Policy**

The University operates a 'Fit to Sit Policy' for examinations - this means that by attending/downloading your examination, you are declaring yourself fit to take that assessment and any subsequent claim for an EC is unlikely to be approved. If you fall ill within the examination or you experience any technical problems whilst taking the examination then you must make your Module Leader aware and obtain evidence (please see information above) at the earliest opportunity, to confirm you could not have continued with the examination. In addition, you must also submit a claim for an EC including the evidence you have gathered within 5 working days of the exam.