

What is the Exceptional Circumstances procedure?

This procedure is designed to give you extra time to complete your work in the event of longer-term issues or difficulties where you are unable to meet a deadline.

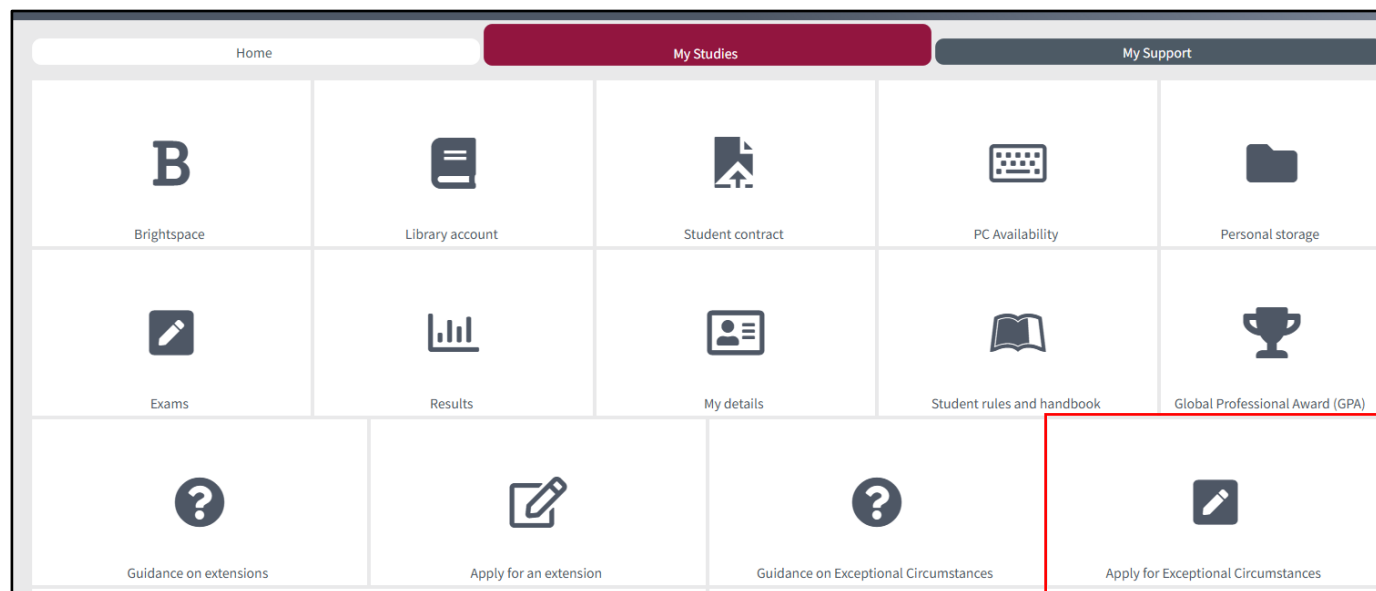
Exceptional Circumstances (ECs) are **different** from Extensions. If you are unsure which you should apply for, please ask your module tutor or the [Student Engagement Team \(justask@hud.ac.uk\)](mailto:justask@hud.ac.uk).

To apply for an EC claim you will need to provide the following information:

- The module code and title (e.g. ABC1000, Business Methods).
- The type of assessment affected, for example, exam, assessment, in-class test, placement.
- Further detail about each piece of assessment affected (e.g. 3000 word assignment, 10-minute presentation).
- The submission dates (this is any final agreed deadline, taking into account any approved extensions).
- Whether you attempted the assessment or not. If you have attempted the assessment, your EC is unlikely to be approved due to the Fit to Sit or Fit to Submit Policy.

How do I apply for Exceptional Circumstances?

You will first need to navigate to MyHud and then to 'My studies'. You will then see an option to apply for **Exceptional Circumstances (ECs)**.



Upon clicking the 'Exceptional Circumstances' link, you will be presented with three options, as seen below:

Exceptional Circumstances
Apply
Submitted Applications
Completed Applications

'Submitted Applications' and 'Completed Applications' will show you Exceptional Circumstance claims which have been **submitted** and **resolved**, respectively.

To submit a new Exceptional Circumstance claim, you will need to select 'Apply'. You will then arrive at a screen similar to the one below:

Introduction
Did you seek advice before completing this request?
<input type="radio"/> Yes
<input type="radio"/> No
Have you seen the Personal Circumstances procedural guidance?
<input type="radio"/> Yes
<input type="radio"/> No
Would you like us to refer to your PLSP (Personal Learning Support Plan) when considering your application?
<input type="radio"/> Yes
<input type="radio"/> No

‘Did you seek advice before completing this request?’ – You may have sought advice from staff in the University before submitting your EC claim. If you did, please select ‘yes’ for the first question. If you did not, please select ‘no’.

‘Have you seen the Personal Circumstances procedural guidance?’ – It is highly recommended that you read the Personal Circumstances procedural guidance, found [here](#). This will explain the regulations and procedure around the EC process, and will be helpful for you to understand.

‘Would you like us to refer to your PLSP (Personal Learning Support Plan) when considering your application?’ – If you have had a personal learning support plan put in place following consultation with the University’s disability team, you can request that we refer to this when considering your EC claim.

After clicking ‘next’, you will then be shown the information below:

Information

Please provide details of your circumstances and their impact on your studies.

In your own words, explain why you are requesting the EC. **You do not need to disclose anything you are uncomfortable sharing.** We just need a brief description of the circumstances, how they are affecting you, and their impact on your ability to undertake the assessment(s) for which you are seeking an EC.

You can keep this brief and use bullet points. There is no word limit, so you may provide background information if you find it helpful.

Alongside a section where you can input the reason for your EC claim.

Once you have input the reason(s), you can then proceed to the next screen, which will look something like the below:

Assessments				
Show <input type="text" value="25"/> entries		Search: <input type="text"/>		
Assessment	Module	Due Date	Module Tutor	
Critical Account (3,000 words)	DMS1330 - Developing Specialist Subject Knowledge	22/Jan/2025	Carly Woodhead	+ ADD
Critical Account (6000 words)	DMS1430 - Pedagogies for Supporting Learning and Progress in the Secondary School	25/Apr/2025	Sarah Ahmed	+ ADD
Critical Reflection (4000 words)	DHB1120 - Professional Values and Practice 1	13/Jul/2025	Vicky Bone	+ ADD
VIVA 2	DHB1220 - Professional Values and Practice 2		Hannah Parsons	+ ADD
Critical Reflection (4000 words)	DHB1320 - Professional Values and Practice 3		Julian White	+ ADD
Annotated Portfolio (3,000 words)	DMS1330 - Developing Specialist Subject Knowledge		Carly Woodhead	+ ADD

Here you will be able to select which assessments you wish to submit an EC against by clicking the 'add' button to the right of each assessment.

If you click 'add' against an assessment without a submission date already entered, you will be asked if you know the current submission date. If you do not, you can then request the current submission date from your module tutor and course administration team, who will email you as soon as they can with the requested submission date. Your application will be paused until you provide this information.

Missing Information

Current Submission/Due Date

Day

Month

Year

BACK

CONFIRM

If the date is already known, or once you have resolved the date, you will be taken to a new screen, as shown below:

Assessment Submission

Did you submit work for this assessment, or did you sit the exam/in-class test?

☐ Yes

☐ No

Here you must confirm whether or not you submitted the work for your assessment or sat your examination/in-class test. If you click 'yes', you will then need to provide an explanation of why you submitted your work or sat your examination/in-class test before applying for an EC.

Submission Details

Please provide details why you are applying for Exceptional Circumstances, when you have submitted work or sat the exam/in-class test for this assessment

BACK

CONFIRM

Once you have provided this information, or if you did not submit your work or sat your examination/in-class test, you will then return to the overview screen, where you will see that the 'add' to the right of your chosen assessment has been changed to 'remove', as seen here:



You can click 'remove' if you no longer wish to submit an EC against this assessment.

If you think your assessment is not listed at all, click the 'not listed?' button near the bottom of the screen. This will bring up the below screen:

Assessment not listed?

If your assessment is not listed, please contact your [Course Administration Team](#).

CLOSE

Click the 'Course Administration Team' link, and this will create an email to your course administration team for you to fill in. Fill in the appropriate sections and then send the email.

Once you have selected all of the assessments you wish to submit an EC claim for, click 'next'. This will bring you to the below screen:

Chosen Assessments

Show entries

Search:

Assessment	Module	Due Date	Module Tutor
Critical Account (3,000 words)	DMS1330 - Developing Specialist Subject Knowledge	22/jan/2025	Carly Woodhead
Critical Reflection (4000 words)	DHB1320 - Professional Values and Practice 3	18/jul/2025	Julian White

Showing page 1 of 1

Supporting Documents

Show entries

Search:

Document Name	File Name	File Size	Upload Date/Time
No information available			

No records to show

This will show you which assessments you have chosen to submit an EC for and give you an opportunity to submit information or documentation in support of your EC claim. If you do not currently have evidence, click 'add later'. If you do, click 'add now'.

If you click 'add now', you will need to confirm that you have not modified or tampered with any documentation that you intend to upload, and then click 'next'. You will then see a screen similar to the below:

Document Library

Show

25

 entries

Document Name	File Name	File Size	Upload Date/Time
No information available			

UPLOAD

Here you can upload supporting documentation. Upload as many files as you need into your document library, then click the Back button. You will then see all added files under 'supporting documents'.

Upload Documents

Uploading your documents:

1. Hit the

BROWSE MY COMPUTER

 button to browse your device for the file you want to upload.

2. Once you have selected a file, give it a name so we know what it is - e.g. *Jury Service Letter - 2nd March to 16th March*.

3. Your file is now in the queue ready to upload. Hit the

UPLOAD

 button to upload your document.

If you select the wrong file to upload, you can remove it from the queue by hitting the

DELETE

 button in the panel header.

BROWSE MY COMPUTER

UPLOAD

BACK

Once your files have been uploaded to the document library, you will need to click the 'add' button next to the file to add it to your claim.

Document Library			
Show <input type="text" value="25"/> entries			
Document Name	File Name	File Size	Upload Date/Time
Evidence	Sample EC Evidence.docx	652.28 kB	29/Jul/2025 13:39:54

Once you have finished adding documentation to your claim, click on the back button.

Document Library

Show

25

 entries

Document Name	File Name	File Size	Upload Date/Time	
Evidence	Sample EC Evidence.docx	652.28 kB	29/jul/2025 13:39:54	<div><div> VIEW</div><div> REMOVE</div></div>

UPLOAD

BACK

Once you are done choosing your assessments and uploading supporting evidence, click 'next'.

Supporting Documents

Show entries

Document Name	File Name	File Size	Upload Date/Time
Evidence	Sample EC Evidence.docx	652.28 kB	29/Jul/2025 13:39:54

ADD

BACKNEXT

You will be asked to confirm three declarations. You can then click 'review' to review your claim in its entirety.

Declaration

☒ I understand that if my claim is approved, my progression and/or graduation may be affected, and I might have to attend a later ceremony.

☒ I understand that if I am submitting a claim for an assessment 5 working days after the hand-in date, that additional supporting information may be required to support the submission.

☒ I confirm I will review my claim and submit only if it is correct and accurate.

BACKREVIEW

If you are happy with your claim, click 'submit'. Your claim will then be passed to the Exceptional Circumstances team for review. Please ensure you monitor your student email address for any updates.

Declaration

I sought advice before submitting this request.

I have seen the Personal Circumstances procedural guidance.

I understand that if my claim is approved, my progression and/or graduation may be affected, and I might have to attend a later ceremony.

I understand that if I am submitting a claim for an assessment 5 working days after the hand-in date, that additional supporting information may be required to support the submission.

I confirm I have reviewed my claim and it is correct and accurate.

I confirm that the uploaded documents have not been modified or tampered with in any way. They remain in their original form as provided, with no alterations, edits, or changes made to the content.

BACK

SUBMIT

Paused EC Applications

If your EC application has been paused due to you awaiting a correct submission date or waiting to obtain the supporting information/documentation that you have been asked to provide, it is your responsibility to follow-up with and contact other parties to get this. You will also need to ensure that you remember to update your claims when you receive dates or new documentation, otherwise your claim for an EC cannot proceed.