

## EXTENUATING CIRCUMSTANCES CLAIM FORM

### All Subject Examination Boards for Physics and Astronomy

This form should be used by all taught course students to make claims for extenuating circumstances relating to missed examinations and assessments, and non-submission of coursework, including extensions to coursework deadlines.

To be considered by the Subject Examination Board, students must complete all parts of this form and return it - together with appropriate documentary evidence – to the following contacts as applicable:

(1) Examinations and Assessments: Kathy Boydon, School of Physics and Astronomy

(2) Coursework: Lisha Joseph, School of Physics and Astronomy

Claims submitted without supporting documentary evidence will not be considered.

Students must submit claims as soon as possible. For extenuating circumstances relating to examinations, the forms must be submitted at the latest by 12:00 noon on 12/06/17. Claims submitted after this deadline will not be considered. Please note that all late coursework submissions must be accompanied by an Extenuating Circumstances (EC) Form and, in any case, all EC Forms pertaining to late or missed coursework should be received within one week of the coursework deadline.

It is recommended that students read the *Student Guidance Booklet* available from the Advice and Counselling Service and online at [www.welfare.qmul.ac.uk/](http://www.welfare.qmul.ac.uk/), and seek advice from academic advisors, senior tutors or school or institute administrators before completing the form.

Please complete this form using a word processor, or use a pen and write in block capitals if completing by hand.

#### Personal details

<b>Student ID number:</b>	
<b>Forename:</b>	
<b>Surname:</b>	
<b>Contact address (term-time):</b>	
<b>Telephone number:</b>	
<b>Alternative telephone number:</b>	
<b>QMUL email address:</b>	

#### Study details

<b>Programme of study (e.g. BA French):</b>	
<b>Year of study (0 - 7 or Masters):</b>	
<b>Personal tutor:</b>	

#### Details of claim

Please continue on a separate sheet if necessary.

Module code	Element of assessment e.g. examination, coursework	Examination date/ submission deadline	Did you attend/ submit?

## Summary of extenuating circumstances

Please use the space below to explain your extenuating circumstances, and how these meet the following criteria. In order to be valid, the extenuating circumstances must be:

- unplanned;
- outside of the student's control;
- such that there has been a negative impact on the ability to undertake or complete any assessment;
- cast doubt on the likely validity of the assessment as a measure of the student's achievement.

This text should be as concise as possible and refer only to relevant information, whilst ensuring that everything that requires consideration is included. Additional paper may be used if required.

--

## Summary of documentation

Please use the space below to list the supporting documentation submitted as part of the claim. This should include outstanding documentation to be submitted at a later date, with an expected submission date and reason for delay. Refer to the guidance notes for information on required standards of documentation.

--

## Declaration

I confirm that the information provided in this form, and any additional documentation relating to this request is, to the best of my knowledge, true and accurate.

<b>Signed:</b>	
<b>Date:</b>	

Once completed, this form and all supporting documentation should be submitted to:

- (1) **Examinations and Assessments:** Kathy Boydon, School of Physics and Astronomy, Room 108, G.O Jones Building, Queen Mary University of London, Mile End Road, London, E1 4NS.  
Tel: 020 7882 6956, Email: [k.boydon@qmul.ac.uk](mailto:k.boydon@qmul.ac.uk)
- (2) **Coursework:** Lisha Joseph, School of Physics and Astronomy, Room 110, G.O Jones Building, Queen Mary University of London, Mile End Road, London, E1 4NS. Tel: 020 7882 6962, Email: [l.joseph@qmul.ac.uk](mailto:l.joseph@qmul.ac.uk)

## For QMUL use only

<b>Valid EC claim?</b>		<b>Relevant evidence?</b>		<b>Affect on assessment?</b>	
------------------------	--	---------------------------	--	------------------------------	--

<b>Notes and recommendation</b>	

<b>Copied to other Schools/Institutes?:</b>	
---	--

<b>ECs log receipt number</b>	
-------------------------------	--

## RECEIPT OF SUBMISSION OF EXTENUATING CIRCUMSTANCES CLAIM FORM

### All Subject Examination Boards for Physics and Astronomy

Students should retain this receipt in a safe place for the duration of their studies.

#### For QMUL use only

I, the undersigned, confirm that I received the items listed below from the named student on the specified date.

<b>Signed:</b>	
<b>Name:</b>	
<b>Date:</b>	

<b>Student name:</b>	
----------------------	--

<b>Items received (EC claim form and/or list of items of documentary evidence):</b>	<ul style="list-style-type: none"><li>• EC claim form</li><li>• <i>Other documents</i></li><li>•</li></ul>
---	--

<b>ECs log receipt number</b>	
-------------------------------	--