



# EXCEPTIONAL FACTORS SUBMISSION

This form is for students seeking an extension or another assessment opportunity for their summative assessments, as their performance has been impacted due to Exceptional Factors. Full support guidance on the Exceptional Factors procedure and information on the University Assessment Regulations can be found at the following link: <http://www.mmu.ac.uk/sas/student-services/guidance/>

If you require further advice and guidance, please see a Student Support Officer or visit the Student Union Advice Centre.

**Step 1. Please fill in your Personal Details below. Please circle where appropriate.**

Name:		MMU ID:		
Course Title:		Contact Number:		
Attendance Mode?	Full Time	Part Time	Distance Learner	Without Attendance
Do you have a Personal Learning Plan?	Yes	No	Year:	

**Step 2 - What are you applying for?**

**Please Tick**

I need an extension to a piece of work.	
I cannot complete/attend the assessment. I want to defer it for re-assessment.	

**Step 3 - What pieces of work does this apply to?**

Unit Title	Unit Code*	Type of Summative Assessment**	Title of Work	Date Due

\*The code can be found in Moodle next to your Unit titles

\*\*Type of Summative Assessment can be Coursework, Examination, Class Test, Presentation, Practical, or Lab Test

Panel Use Only	
Submission Date (Stamp)	<div style="text-align: center; margin-bottom: 20px;">Outcome</div> <div style="display: flex; justify-content: space-between;"> <span>Signature of Chair</span> <span>Date</span> </div>

#### **Step 4 - Please tell us of your circumstances by including a supporting statement.**

It is **essential** that you describe on a separate piece of paper the full nature of circumstances affecting you and include this with the form. This can be typed or written. Explain how the circumstances affected your performance in the assessment(s) identified (e.g. time was lost, concentration was affected, a task could not be completed, etc).

#### **Step 5 - Include evidence that supports your case.**

It is **essential** that evidence is included to support your claim; e.g. if you are submitting on the grounds of a medical condition then evidence of the condition will be necessary. **If documentary evidence cannot be obtained prior to the submission of the Exceptional Factors please identify in the Step 4 statement the date by which this information will be submitted (normally this should not be more than 5 working days).** You should submit this evidence separately as soon as it is obtained. Remember if you fail to include evidence or evidence is deemed late your application will be rejected.

#### **Step 6 - Contribution by members of staff**

If you feel that a specific member of staff can contribute to your claim then you can ask them to write a supporting statement. This step is optional.

*Message to staff - If a student has discussed this claim with you and has asked you to comment in writing, and if you have sufficient knowledge to help evidence this claim, please write or type a signed statement to be included with the form. A printed e-mail is also acceptable.*

#### **Step 7 - Sign the Submission Statement and submit the form to the Student Hub either in person or electronically. Your nearest Student Hub can be found here:**

**<http://www.mmu.ac.uk/students/hubs/>**

##### (a) Confidentiality

In accordance with the Data Protection Act 1998, we are required to gain your consent to the following:-

- To hold some elements of the information you have provided on an electronic database;
- To disclose the information that you have provided to authorised members of the University staff as required for the reasonable purposes connected with the investigation in the case of an Appeal or Complaint.

By signing here, you confirm that you agree with the above statements and indicate your consent for the information provided to be used as detailed above.

##### (b) False Claims

You should note that the submission of a false claim or fraudulent documentation is a serious matter and is an academic offence, which will be dealt with under the University's Student Disciplinary Procedures. The University reserves the right to check on the validity of the document(s) submitted by contacting the third party directly.

I agree with the statements contained in (a) above and confirm that the information which I have given is true and that I have read and understood the Procedures for the Submission of Exceptional Factors.

Your Signature	Date
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