Hibernia College Quality Framework

## Extenuating Circumstances Application Form

Prior to completing this form, please read the [Extenuating Circumstances Policy](https://qualityframework.hiberniacollege.com/document/view-current.php?id=72) and the [Extenuating Circumstances Procedure](https://qualityframework.hiberniacollege.com/document/view-current.php?id=73) which can be found in the Hibernia College Quality Framework:

**Guidelines for completing this form:**

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| --- |
| Read the Policy and Procedure on Extenuating Circumstances  |
| Contact Student Support if you would like to discuss this option prior to applying: studentsupport@hiberniacollege.net |
| Contact Assessments and Awards Office if you have queries regarding completing the form: AAO@hiberniacollege.net |
| Complete sections 1 and 2 and submit as a WORD document and in no other format to Assessments and Awards Office: AAO@hiberniacollege.net |
| You should submit this form in a timely manner. |

# Student Information and Declarations (completed by the student)

## Student Details

|  |  |
| --- | --- |
| Name  |  |
| Student Number |  |
| Programme  |  |
| Programme Cohort |  |

## Checklist and Declaration

Complete this checklist prior to submitting

|  |  |
| --- | --- |
| Statement | Tick |
| I have read and understood the Extenuating Circumstances Policy and Extenuating Circumstances Procedure before completing Section 2 below.[These are available on https://qualityframework.hiberniacollege.com/. For any clarifications, contact AAO@hiberniacollege.net] |[ ]
| I have included verifiable evidence in support of my application, if appropriate. | ☐ |
| I have completed this form to the best of my knowledge and included all relevant information. |[ ]
| I understand that it is my responsibility to demonstrate that extenuating circumstances have substantively affected my performance in this assessment. |[ ]
| I confirm the information provided is accurate per my knowledge. | ☐ |
| Signed |  |
| Dated |  |

# Circumstances (completed by the student)

## Assessment

|  |
| --- |
| Identify the assessment you believe was affected by your circumstances |
| Module: |
| Title of Assessment: |

**2.2 Circumstances**

|  |
| --- |
| Describe the circumstances, addressing each of the following factors:-How they specifically impacted on your performance in the above assessment-Any actions you may have taken to address the circumstances -Any relevant supports you requested from the College (if applicable)-Please note that the circumstances you describe should be specific to this assessment. If you have quoted these circumstances previously in an Extenuating Circumstances application please note that clearly here. |
|  |
| When did the circumstances arise? Please give specific dates (note whether they are ongoing or bound to a specific timeframe). You may note any actions you are taking to address the circumstances if appropriate. |
|  |

## Evidence

|  |
| --- |
| Summarise the evidence you have in support of your appeal, which may be appended to your application. |
|  |

# Determinations (completed by the College)

## Verification Checklist

|  |  |
| --- | --- |
| **Checklist** | **Y/N** |
| Student declaration complete? |  |
| Evidence verified? |  |
| Refer to the Board of Examiners? |  |
| Refer to the Head of School/Programme Director for action? |  |
| **Outcome**  | **Y/N** |
| Have the Extenuating Circumstances been approved? |  |
| Please select the outcome 1. No mitigation – where students are required to complete the assessment as normal, which will be graded as normal
2. An extension – a revised deadline for completion of an assessment task
3. Use of a repeat opportunity as a first fair attempt
4. A recommendation to the Board of Examiners to revise a mark in light of the circumstances evidenced and the original grade for the assessment task (which is not a comment on the soundness of any original academic judgement)
5. Another outcome agreed in writing with the College and approved by the Head of School/Programme Director
 | □□□□□ |
| Brief Outline of Grounds for Decision |
|  |

# Completed by (completed by the College):

|  |  |
| --- | --- |
| Name/Signature |  |
| Date |  |