

Global Banking School

Extenuating Circumstances Form (ECF)

Confidential

This form must be completed and submitted with supporting third party evidence before any request for coursework extension and/or deferral of coursework or examination can be considered. You should hand all paperwork to your Programme Leader or the Programme Manager.

Please read very carefully the document *Extenuating Circumstances - Requests for Extensions and Deferral of Assessment: A Guide for Students* before completing and submitting the Extenuating Circumstances Form and supporting evidence.

Name:	Student ID
Programme of study:	Date started
e-mail address:	Date of birth

The information that I have provided is correct and complete to the best of my knowledge. I give consent for this information to be disclosed to the relevant examiners and administrative officers at Global Banking School who are responsible for considering extenuating circumstances. I also understand that this claim for extenuating circumstances will be kept on my student record at Global Banking School, and may be referred to at subsequent Assessment Board meetings.

Note that fraudulent claims for extenuating circumstances are taken extremely seriously by Global Banking School and could result in disciplinary proceedings be taken.

Signature of student

Date

1. Specify the overall period of time when your work has been or will be affected by your extenuating circumstances (date: day, month and year)	
From	To

2. Complete the table below

Unit/Module Code and Name	Assessed work affected	Staff Name	Date of examination or coursework deadline	Requested action: Extension or Deferral

3. Describe your extenuating circumstances – the nature of your problem and how it has or will affect your work.

4. Type of supporting evidence – please describe and attach supporting evidence to this form.

--

It is important that you submit this form to your Programme Leader or the Programme Manager no later than the relevant assessment deadline or date of the examination. Forms submitted late are unlikely to be accepted unless extreme circumstances prevent submission. Your form should be sealed in an envelope clearly marked ‘ Extenuating Circumstances Form – Confidential’ together with your name and programme of study.

Please read carefully the document titled ‘Extenuating Circumstances – Requests for Extensions and Deferral of Assessment: A Guide for Students’. Available on the website and the School’s VLE.

For use by Global Banking School staff only

Date ECF received	Supporting evidence yes/no
Action taken/comments	
Decision about request for extension or deferral	
Student notified yes/no	Relevant staff notified yes/no
Signature	Date