10/24/2022

Extenuating Circumstances Claim BPM system

Student Guidance





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GUIDE MAP OF YOUR EXTENUATING CIRCUMSTANCES CLAIM



1. HOW TO INITIATE A NEW EXTENUATING CIRCUMSTANCES CLAIM?

Step 1. Access to the Extenuating Circumstances Claim BPM system via '<u>Student Portal</u> – Service Cards – Examination and Assessment – Extenuating Circumstances Claim'.

Student Services	Examination and Assess	4 Service Card(s)	
	Examination and Assessment	Examination and Assessment	Examination and Assessment
	Postgraduate Research Annual Review Forms	Postgraduate Research Thesis Pending Extension	Postgraduate Research Change of Supervision Arrangement
Service Cards	Postgraduate Research students must complete these forms as part of their annual review process.	Postgraduate Research students are able to request a deferral to their Viva Voce Examination using this service.	Postgraduate Research students are able to request a change to their supervision arrangement using this service.
My Tasks	Apply Online	Apply Online	Apply Online
My Actions	Examination and Assessment	Examination and Assessment	Examination and Assessment
My Processed	thosis / dissertation for Postgraduate Research students must complete this process to send a notification before seturiting their thesis / dissertation for examination.	thesis/dissertation for Postgraduate research students must complete the process to send a notification before submitting their theses/dissertations for examination.	Students are able to request an extensating circomitances claim if they believe that they proformance on certain assessment(s) has been
Draft Actions	View	Apply Online	Apply Online

Step 2. Choose 'New Application' on the top of the form to start a new claim.

2. What would be a second set of a start 2

pe of Application *	New Application

Step 3. Complete Part I and Part II of the form, then click 'Confirm' to continue the claim.

3. What we	3. What work of assessment was affected?					
If there are to. For exam	If there are multiple elements of assessment in the module that you are claiming for, please specify in the Module Title box which part your claim relates to. For example, by giving the assignment name.					
Note: If you your extenu please refer	believe that you have extenua ating circumstances claim as s to section 9.5 of the Extenuati	ting circumstances which are a oon as possible in line with ng Circumstances Procedure.	ffecting your ability to study and/or undert the following time limits. If you have m	ake assessments, please submit issed the standard time limits below,		
Coursewor Timetabled	k: Claims must be submitted b I examinations/assessment	efore the coursework deadline. s: Claims must be submitted pr	ior to, or within seven days of, the examin	ation.		
No.	Academic Year *	Module code (show title with code together in student's form page) *	Module title *	Type of assessment affected? *		
1 Remove				Please Select V		
Coursewo	ork Deadline/ Exam Date *	Additional info-	(if there are multiple elements of assessm	nent, please provide)		
				li.		
Add	Add Confirm					
Guidance: Please click	Guidance: Please click 'Confirm' before filling out the following parts of the application.					



Step 4. Complete Part III of the form and submit.

«	Home	Service Cards \times	My Tasks × Student EC	× Start - Student Extenua	× My Actions ×	
1	🖏 Submit		🗂 Save as Template 🛛 🖁	Flowchart 🛔 Forecast	🖴 Print 🔘 Refresh Comments 🗸	
ľ						
			**	University of	University of Nottingham	
			×.		Extenuating Circumstances Form	

* You may also 'Save Draft' if needed. You can access to the draft via '<u>Student Portal</u> – Draft Actions'. You are not recommended to save draft because the submission date will not be recorded by saving draft. If your evidence is not ready, you may choose 'Yes' in Question 7.1.2 and submit it (See <u>Point 4</u> for more details).

ୠ Submit	🗍 Save as Draft	🛗 Save as Template 🛛 🖶	Flowchart 🔮 Forecast	$\begin{tabular}{lllllllllllllllllllllllllllllllllll$	
/		I	University of Nottingham uki china i Malaysia	University of Nottingham Extenuating Circumstances Form	
2.HC	OM TO	СНЕСК ТН	E STATUS	OF MY CLAIM?	



Draft Actions

3. HOW TO WITHDRAW MY CLAIM?

Step 1. Access to your claim (See Point 2).

Step 2. Abort your claim on the system.

«	Home	Service Cards $ \times$	Student EC X	My Actions X	Student Extenuating Ci ×		
	💬 Inform	P. Invite Indicate	💩 Task Trace 🔻	I E More O Publi Pickb	c cack	University of	
				🖞 🏦 Delet		Extenuating Circumstances Form	

* Please note that the aborted claim won't be considered by the panel anymore.

* The claim with outcome cannot be aborted in the system. Please contact your Faculty Office for further information.



4. HOW CAN I SUBMIT EVIDENCE SEPARATELY?

Step 1. Choose 'Yes' in Question 7.1.2 if you have further evidence and submit the claim.

7.1.2 Will more supp If not provided at the p examination.	orting o oint of s	locumentary evidence be submitted at a late date? ** submission, supporting documentary evidence should be submitted within 14 days of the coursework deadline or
Yes	O N	0
Student Services	^	Step 2. When your evidence is ready, you may access to your claim via 'Student Portal – Student Services – My Tasks' and update your evidence
Service Cards		
My Tasks	1	7.1 Submit your evidence here.
My Actions		The Add Attachment
My Processed		
Draft Actions	1	

5. WHAT CAN I DO IF I FACE ISSUES WHEN I FILL THE FORM?

Please read the explanations in red contained in the form and note the information in any popups. If you still have questions, you may contact The Hub for further help.

Illustration of explanation in red:

7.1.2 Will more supporting documentary evidence be submitted at a late date? * If not provided at the point of submission, supporting documentary evidence should be submitted within 14 days of the coursework deadline or examination.				
Yes No				
Popups:				
Prompt	\times			
Please finish question 1 to com	ete the application.			
	ОК			