**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: <https://www2.mmu.ac.uk/student-case-management/guidance-for-students/exceptional-factors/>

If you require further advice and guidance, please see a Student Advisor at a Student Hub or visit the Student Union Advice Centre (<https://www.theunionmmu.org/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: |
| Is your Exceptional Factors claim related to the condition outlined in your PLP? | Yes | No |
| If your claim relates to the condition outlined in your PLP have you spoken to your Departmental Disability Co-ordinator before submitting this claim form? | Yes | No |
| Do you give us your consent to contact the Disability Service to discuss this further? | Yes | No |

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

|  |  |
| --- | --- |
| I need an extension to a piece of work. |  |
| I cannot attend the assessment. I want to take it at a later date. |  |

**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

# **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:

* What has happened
* What impact has it had on you personally
* How it has impacted on your performance in the assessment(s)

# **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. **Please note that if you submit your Exceptional Factors claim without evidence this will not be considered and it will notbe retained by the Student Case Management Team.** Therefore, please only submit when your application includes the following:

* Your E/F form
* Appropriate evidence
* Personal statement

All evidence must be genuine – the University will consider any evidence later found to be fraudulent as a serious offence under the [Student Code of Conduct](https://www2.mmu.ac.uk/student-case-management/guidance-for-students/student-code-of-conduct/).

# **Step 6 - Sign the Submission Statement and submit the form by email to** ef@mmu.ac.uk**.** If you have any questions about this you can contact: efenquiries@mmu.ac.uk | 0161 247 6968

1. Data Protection

The University is the Controller for the personal information you submit within this form.

We use the information submitted to process your exceptional factors case and to issue you with an outcome. Your information may also be shared with a [Fitness to Study Panel](https://www.mmu.ac.uk/academic/casqe/regulations/docs/Study_Fitness.pdf) in order that, where necessary, they may provide you with additional support, fulfil our duty of care to you, and to assess your continued suitability to study.

Furthermore, where information submitted as part of this process indicates:

* A failure to adhere to professional standards and / or professional unsuitability, it may be necessary to make a disclosure of relevant information to a professional, statutory or regulatory body in accordance with the University’s Procedure for the suspension and expulsion of Students from programmes on the grounds of professional unsuitability.
* Activity which is judged to be criminal, it may be necessary to make a disclosure of relevant information to a law enforcement agency.

If you refer a complaint to the [Office of the Independent Adjudicator](http://www.oiahe.org.uk/), there may be a need to share personal data with them in order to respond accordingly.

This processing and potential disclosures of personal data fulfils core functions of the University as a public authority in accordance with s124 of the Education Reform Act and is conducted in the public interest, as such we rely upon the General Data Protection Regulation Article 6(1)(e) ‘public task’ lawful basis to conduct this processing.

Where you have provided us with your consent we will obtain and process relevant disability information from the Disability Service in order to assist us in assessing your exceptional factors application.

Your claim data will be retained by the University until the conclusion of your exceptional factors claim plus six years in accordance with the University’s Retention and Disposal Schedule.

If you have any queries about the processing of your personal data in managing the exceptional factors application process please contact the Exceptional Factors Team: E-mail: ef@mmu.ac.uk, Tel: 0161 247 6968.  The University’s Data Protection Officer can also be contacted using the dataprotection@mmu.ac.uk e-mail address.

For further information about the processing of your personal data by the University and your data subject rights please see the University’s main [Student Privacy Notice](https://www2.mmu.ac.uk/data-protection/privacy-notices/students/).

1. False Claims

The submission of a false claim or fraudulent documentation is a serious offence under the [Student Code of Conduct](https://www2.mmu.ac.uk/student-case-management/guidance-for-students/student-code-of-conduct/). 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**………………….......................