

# Extenuating Circumstances

The University has a procedure to deal with events which affect your work but which are not predictable and are beyond your control, for example, illness, either by short term extension or by other measures such as deferral of a piece of work (allowing you to submit it at a later assessment point).

View the Extenuating Circumstances Policy [here](#)

Important Note: You should note that the policy (like that of many universities) takes the view that by sitting an examination or handing in an assessment, a student has deemed herself/himself fit, and no subsequent claim for extenuating circumstances will be considered. Your Faculty will publish deadlines for the submission of such claims prior to the assessment and it is important that you are aware that such claims must be made by the deadline, as after it has passed a claim will not be considered unless there are very exceptional circumstances.

- If extenuating circumstances are on medical grounds, medical evidence must be attached.
- If extenuating circumstances are on other grounds, appropriate documentary evidence must be attached.

Supporting evidence is likely to be documentation from a professional (Doctor, Counsellor, member of the University's Student Wellbeing Services, Disability Support Adviser)

Forms can be obtained [online](#) or from the Gateway Enquiry Desk:

**City Campus** – Gateway Building  
Telephone: +44 (0)191 515 2222

**Sir Tom Cowie Campus at St Peter's** – Reg Vardy Building, Room 206a  
Telephone: +44 (0)191 515 3322

**University of Sunderland in London** –  
Telephone: +44 (0) 20 7531 7333

Completed forms should be submitted to the Gateway Enquiry Desk.