

Submitting Extenuating Circumstances

Student Guidance

Extenuating Circumstances and Deferrals – How to Apply

Table of Contents

eStudent Records	2
Apply for Extenuating Circumstances.....	2
Student Guidance Declaration	2
Section 1 of 4:	3
Section 2 of 4:	4
Section 3 of 4:	5
Section 4 of 4:	7
My EC Applications log.....	8

NOTE: My Napier – Fit to Sit and Extenuating Circumstances

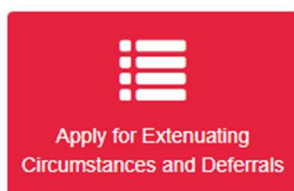
Before following the below guidance, ensure that you have carefully read the relevant information on Extenuating Circumstance on My Napier: <https://my.napier.ac.uk/your-studies/academic-issues/extenuating-circumstances>

eStudent Records

Go on your eStudent Records. You can access this via the Napier app or this link:
https://evision.napier.ac.uk/si/sits.urd/run/siw_lgn

Apply for Extenuating Circumstances

On the main page, click on “Apply for Extenuating Circumstances and Deferrals”



Student Guidance Declaration

Answer the following questions: “Have you sought guidance?”

Guidance Declaration

Where can I get advice on Fit to Sit and Extenuating Circumstances?
You are advised to visit the following link before submitting your request: <https://my.napier.ac.uk/your-studies/academic-issues/extenuating-circumstances>

Submission of evidence of extenuating circumstances to the University
Please can you confirm if you have sought any help or guidance regarding this specific application?

Have you sought guidance? Yes, I have received guidance from Student Wellbeing and Inclusion and/or ENSA and/or Programme team.

Exit Next

If the answer is “no”, you will be prompted to seek guidance.

Guidance Advice

The University strongly recommends you get in touch with **Student Wellbeing and Inclusion** and/or **ENSA**. You can also get help and support from your Programme Team, Programme Leader, Module Leader or PDT (for further information please contact your School Office).

Exit Back Next

- Click “Exit” to leave the application (it will not be saved as a draft at this stage).
- Click “Back” to go to the previous Guidance screen.
- Click “Next” to proceed with your application.

Once you click “Next”, your application reference number will be displayed on top: e.g. (EC-XXXXXXXX-XXX).

If you have any query regarding your application, you must reference the relevant reference number.

Section 1 of 4:

Write in the text box the reasons of your application. Remember to be concise and to provide relevant information (including relevant dates). Otherwise, there might be a delay in processing your application.

Please give clear information regarding your circumstances, the nature, timing and the impact you believe they have had on you and your academic studies.

You must complete the Summary section before you are allowed to proceed.

Please be as clear and concise as possible and note that there is a 5000 character limit within the box provided. You have used 0 of 5000 characters

Please give clear information regarding your circumstances, the nature and timing and the impact you believe they have had on you and your academic studies *:

Select one of the following options:

Nature of the circumstance *:
(Please select the circumstance most relevant to your application).

- ☐ Physical Illness or Injury
- ☐ Mental Health and Wellbeing
- ☐ Bereavement
- ☐ Domestic, Financial or Personal Crises
- ☐ Court Attendance
- ☐ Pregnancy, Maternity, Paternity or Adoption Leave
- ☐ Caring Responsibilities
- ☐ Significant Adverse Weather or Travel Disruption
- ☐ Participation in an Authorised National or International Sporting Competition or Authorised National Sports Training Camps (See Dual Career Athlete and Coach Policy)
- ☐ Major Disruption Whilst Under Examination or Assessment Conditions
- ☐ Armed forces training (Regular and Reserve student)
- ☐ Other

If “Other”, write the relevant reason.

Select one of the following options:

Please confirm which of the following you are applying for:

- ☐ Deferral of Assessment: Assessment not submitted. Application sent within 5 (five) working days after the original deadline
- ☐ Retrospective (Unfit to Sit): Assessment submitted, but I realised afterwards that I was not Fit To Sit. Application sent within 5 (five) working days after the original deadline
- ☐ Exceptional Extenuating Circumstances: Assessment not submitted. Application sent within 5 (five) working days after the end of the last week of exams during the trimester in which the assessment was due

At the end of this first section:

Exit	Next
------	------

- Select “Next” to continue with the application.

OR

- Select “Exit” to save draft and leave the application (the application is **not** submitted at this stage).
 - The drafted application will be stored in the “Applications Yet to be Submitted” section of the “Extenuating Circumstances, Extensions & Deferrals” page.
 - You can click on “View” to open the draft and continue with your application.
 - The system will make you go through your application from the beginning for you to confirm or amend all your previous answers.

Section 2 of 4:

Select Assessment										
Select	Academic Year	Module Code	Module Name	Trimester	Assessment Type	Weighting %	Reassessment?	Original Due Date	Extension Previously Approved	Current Due Date
<input type="checkbox"/>	2023/4	BSV07400	Building Design and Technology 1 (GA)	TR1	ORAL_PRES	50	No			
<input type="checkbox"/>	2023/4	BSV07400	Building Design and Technology 1 (GA)	TR1	PROJ	50	No			
<input type="checkbox"/>	2023/4	CSN11126	Host-Based Forensics (DL)	TR1	CL_TST	30	No			
<input type="checkbox"/>	2023/4	CSN11126	Host-Based Forensics (DL)	TR1	PRACT_ASS	40	No			

Select the assessment (element) impacted for which you are applying for by clicking on the box in the first column ☒

If you cannot see your module listed here, please contact your Programme Administrator for support.

See the example below:

Select Assessment										
Select	Academic Year	Module Code	Module Name	Trimester	Assessment Type	Weighting %	Reassessment?	Original Due Date	Extension Previously Approved	Current Due Date
<input type="checkbox"/>	2023/4	BSV07400	Building Design and Technology 1 (GA)	TR1	ORAL_PRES	50	No			
<input checked="" type="checkbox"/>	2023/4	BSV07400	Building Design and Technology 1 (GA)	TR1	PROJ	50	No			
<input checked="" type="checkbox"/>	2023/4	CSN11126	Host-Based Forensics (DL)	TR1	CL_TST	30	No			
<input checked="" type="checkbox"/>	2023/4	CSN11126	Host-Based Forensics (DL)	TR1	PRACT_ASS	40	No			

Click “Next” to continue with your application.

Select the “Impact” that affected each assessment:

- **Non Attendance:** if you have not attended the exam or assessment
- **Non Submission:** if you have not submitted the exam or assessment
- **Affected Performance:** if your performance was affected during the exam or assessment.

Example:

EC Linked Items data								
Now showing records 1 - 3 of 3								
This table contains all the EC Linked Items information for your selected record(s).								
<div>.....41</div>								
Year	Module Code	Module Name	Trimester	Assessment Type	Impact	Original Due Date	Extension Previously Approved	Current Due Date
2023/4	BSV07400	Building Design and Technology 1 (GA)	TR1	PROJ	<div>Affected Performance</div>			
2023/4	CSN11126	Host-Based Forensics (DL)	TR1	CL_TST	<div>Non Attendance</div>			
2023/4	CSN11126	Host-Based Forensics (DL)	TR1	PRACT_ASS	<div>Non Submission</div>			
<div><div>Back</div><div>Next</div></div>								

Section 3 of 4:

Read the guidelines in the blue text box before uploading the evidence:

Please be aware that if you view a document that you have uploaded the system will create a temporary file containing that document. If you view documents from a University PC or device the temporary file will be deleted as soon as you log out. If you are using a private, public or non-University shared device to view documents you will need to take additional care to ensure the security of your personal data.

Please note the following File extensions can be uploaded: JPEG, JPG, PDF, DOC, DOCX, TIFF, TIF, PNG.

The maximum file size accepted is: 5000(kb)

Up to 5 pieces of evidence can be uploaded.

Please note Extenuating Circumstances submitted without evidence may be rejected.

<https://staff.napier.ac.uk/services/dte/Regulations/Pages/Regulations.aspx>

Upload Supporting Evidence

Uploaded Evidence 0

Document	Action
	Browse and Upload Evidence

If you are not uploading evidence for your application you MUST provide a reason why?

Exit Back Next

Click on “Browse and Upload Evidence”

Browse and Upload Evidence

Then “Browse My Computer”

Upload Supporting Evidence

Browse My Computer

Select the relevant evidence for your application. Note that you can select more than one file at a time:

Test Evidence for Upload (5).docx	25/09/2023 15:22	Microsoft Word D...
Test Evidence for Upload (4).docx	25/09/2023 10:47	Microsoft Word D...
Test Evidence for Upload (3).docx	25/09/2023 10:44	Microsoft Word D...
Test Evidence for Upload (2).docx	25/09/2023 10:13	Microsoft Word D...
Test Evidence for Upload (1).docx	25/09/2023 09:52	Microsoft Word D...

name: "Test Evidence for Upload (1).docx" "Test Evidence for Upload (5).docx" "Test Evid"

All Files (*.*)

Open Cancel

Click “Open” to upload the evidence and **wait** for all the evidence to have been uploaded (100%). Once the evidence has been uploaded, click “Close”.

Upload Supporting Evidence

[Browse My Computer](#)

Test Evidence for Upload (5).docx (12 kb) ▼		
File Status	Successfully Uploaded	100%

Test Evidence for Upload (4).docx (12 kb) ▼		
File Status	Successfully Uploaded	100%

Test Evidence for Upload (3).docx (12 kb) ▼		
File Status	Successfully Uploaded	100%

Test Evidence for Upload (2).docx (12 kb) ▼		
File Status	Successfully Uploaded	100%

Test Evidence for Upload (1).docx (12 kb) ▼		
File Status	Successfully Uploaded	100%

[CLOSE](#)

Double-check that your files are all listed:

Upload Supporting Evidence

Uploaded Evidence 📎

Document	Action
Test Evidence for Upload (2).docx	View document Remove from Request
Test Evidence for Upload (5).docx	View document Remove from Request
Test Evidence for Upload (3).docx	View document Remove from Request
Test Evidence for Upload (1).docx	View document Remove from Request
Test Evidence for Upload (4).docx	View document Remove from Request

[Browse and Upload Evidence](#)

[Exit](#) [Back](#) [Next](#)

If instead there are no evidence to be uploaded, you must answer the question to proceed with your application.

If you are not uploading evidence for your application you MUST provide a reason why*

[--- Please Select ---](#)

Select one of the following answers:

Please Select

Please Select

Evidence to be uploaded later

No supporting evidence to be provided

NOTE:

- Evidence will be uploaded later ← when you complete your application, this **will be saved as a draft**. The application **will not be submitted** for review until there are evidence attached. Remember that there are deadlines within which your application must be sent to be considered.
- No supporting evidence to be provided ← When you complete your application, this **will be submitted** for review. However, only in exceptional cases an application will be considered without evidence.

Once your application is submitted for review, the Fit to Sit could request for further evidence to be uploaded.

Section 4 of 4:

Review all the information contained in your application. You can amend your reasons (Amend Circumstances), the assessments you are applying for (Amend Assessments) and the evidence provided (Amend Evidence).

Read and complete the “Confirmation” section:

Confirmation

I certify that

- The information I have entered on my request is correct to the best of my knowledge
- I have where appropriate uploaded my evidence to support my request
- I understand that appropriate staff will have access to the information provided in relation to my request
- I understand that, if this application is granted, any assessment/s listed in this application which have already been submitted, will be made void and the mark recorded as 0 EC.

Please Note

- Once you have submitted your request, you will no longer be able to make any amendments.

☐ I Agree (required)*

Click “Exit” to save the application as a draft.

Click “Submit” to send complete your application. You will receive a confirmation email to your Edinburgh Napier University email address.

My EC Applications log

The application will appear under one of the “My EC Applications” tabs:

- “Applications Yet to be Submitted”: draft applications are stored here. Complete your application to submit it for consideration.
- “Applications Awaiting Further Evidence Section”: applications are **not** submitted as you stated that “evidence will follow”. Upload evidence to submit the application for consideration.
- “Applications Under Consideration”: applications are under the Fit to Sit team consideration. You will receive an email from the team if further information is required.
- “Completed Applications”: your application outcomes are stored under this section.

MY EXTENUATING CIRCUMSTANCES APPLICATIONS	MY EXTENSION REQUESTS
Your applications can be found below. Please ensure you have selected the appropriate tab above to bring up the relevant applications below.	
Applications Yet to be Submitted 6	
Applications Awaiting Further Evidence Section 2	
Applications Under Consideration 12	
Completed Applications 5	

Additional Note:

The “**Apply for an Extension**” functionality will be released at a later date. Currently, your Extension Requests will **not** be listed under the “My Extension Requests”.

Further information can be found on My Napier: <https://my.napier.ac.uk/your-studies/academic-issues/extenuating-circumstances>