

## DEPARTMENT OF COMPUTING

### EXTENUATING CIRCUMSTANCES APPLICATION FORM

Please make sure that you complete all required information fully and submit your evidence to support your application. Incomplete forms and those without documentary evidence will not be accepted.

More information about acceptable and unacceptable extenuating circumstances is available on our website:

[www.gold.ac.uk/governance/assessmentregulations/goldsmithscollegeassessmentguidanceandprocedures/4extenuatingcircumstances/](http://www.gold.ac.uk/governance/assessmentregulations/goldsmithscollegeassessmentguidanceandprocedures/4extenuatingcircumstances/)

The submission of this form does not automatically mean that your request will be granted. Final decision will be made by the Extenuating Circumstances Panel.

#### Personal details

Student ID number:	
Family name:	First names:
College email address:	Telephone number:
Programme of Study:	Year of study:
Home Department:	Joint Department:

#### Assessment details

Period of time affected by extenuating circumstances. Your application will only be accepted during the period covered by the evidence.
<b>Dates: From</b> _____ <b>To:</b> _____

Module affected (code / title)	Form of assessment (e.g. presentation, project, exam)	Assessment deadline / Exam date

### Statement for Extenuating Circumstances

Describe the extenuating circumstances (e.g. medical condition, bereavement or severe circumstances) that have affected your studies. Continue on a separate sheet if necessary. All information provided will be treated as **confidential**.

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### Supporting evidence

Please specify what type of evidence is being submitted with this application (e.g. hospital letter, Doctor's note, death certificate). This must be an official document and include the dates during which the circumstances applied.

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### Please sign and date this application:

Student's signature:	Date:
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**Please return this form together with your supporting evidence to Department of Computing, Room 3, 25 St James or email [computing@gold.ac.uk](mailto:computing@gold.ac.uk)**

If approved, you will be expected to sit/submit assessments at the next available deadline. Students who defer assessment during the academic year will sit/submit in late August. Students deferring in late August will sit/submit during the exam period in the following academic year.

If requesting deferred assessment, please complete this form as soon as you become aware of the problem and no later than 7 days after the assessment deadline / submission date.