



Personal Extenuating Circumstances (PECs) Evidence – Student Guidance

Item	Description
Document Reference:	GD.005-v002
Document Name:	Personal Extenuating Circumstances (PECs) Evidence – Student Guidance
Review Date:	July 2020
Last Reviewed:	August 2019
Commencement Date:	August 2019
Approving Authority:	Education Committee
Date Approved:	Followed prior approval process
Department Responsible for maintenance & review:	Academic Registry, Quality and Teaching Excellence
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Introduction

You can submit an electronic claim for personal extenuating circumstances, which have **significantly** affected your assessed work. This should relate to serious mental/physical illness or serious personal trauma which would normally be unforeseen and unpreventable.

As the circumstance is significant, authentic evidence **must** be provided to support the circumstance and it is your responsibility to supply this.

The **date of evidence** in relation to the assessment dates (examination date or assignment hand-in, including an extended hand-in date) is critical. Ordinarily PECs will not be accepted where there is a significant disparity in the dates that cannot reasonably be explained.

	Normally acceptable circumstances & Required evidence <i>(If not in English, a translation must be submitted together with the original evidence.) (3rd party information should not be used due to data protection.)</i>
<ul style="list-style-type: none"> • Tragic personal circumstances: • death of family member or close friend just prior to or during the relevant assessment period • serious illness of family member or close friend just prior to or during the relevant assessment period 	<ul style="list-style-type: none"> • Sight of death certificate, order of service, obituary notice (or photocopy). (If the timing of the bereavement does not directly relate to the assessment period, further Independent corroboration of the impact on your ability to complete assessments will be required). • Independent corroboration of impact on your ability to complete an assessment.
<ul style="list-style-type: none"> • Serious ill health, which may include: • an acute episode of a disability or chronic condition affecting performance but not covered by special examination provision; • complication arising from pregnancy. • Significant personal accident or injury. • Depression or acute anxiety 	<ul style="list-style-type: none"> • Medical evidence, which specifically relates to you e.g. fit note or signed/stamped student medical form, and which specifically relates to the timing of the claim. • Independent corroboration of the impact on your ability to complete an assessment
<ul style="list-style-type: none"> • Acute personal or emotional trauma, e.g. acute anxiety or depression, family breakdown, breakdown of close personal relationship. • Exceptional and unexpected changes to employment circumstances (part-time students only). • Jury service. 	<ul style="list-style-type: none"> • Independent corroboration of the impact of those circumstances or appropriate medical note eg Statement from GP or Counsellor or exceptionally from your Personal/Guidance Tutor. • A letter from an employer about exceptional and unexpected changes to employment circumstances (part-time students only). • Documentary evidence of jury service.



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| <ul style="list-style-type: none">• Impact of natural disaster, civil disruption or other major hazard. | <ul style="list-style-type: none">• Independent and non-specific corroboration such as press articles/cuttings, provided home residence can be verified against University records. In such cases, however, details of how you have been directly affected as a student should be outlined in your supporting statement (details of family connections and concerns, attempts to make contact, support you have sought in the UK etc). |
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