

## Personal Extenuating Circumstances (PEC): FAQ Guidance for Submission

*This document should be read in conjunction with the [PEC Submission Guidance](#)*

### What is a PEC?

A PEC request can be submitted to your School to advise them if you are experiencing unforeseen and unavoidable personal circumstances that you believe may be adversely affecting your study and your ability to complete any assessments.

The request will be considered by your School and they will decide whether an appropriate adjustment can be made to your assessments to mitigate against your individual circumstances.

### What adjustments might be given as a result of a PEC request?

Possible adjustments will vary depending on the time of year, but could include:

- An extension;
- A deferral of an assessment;
- Permission to set aside attempts of an assessment or period of tuition (this means that you may retake an assessment or Stage/semester as a first attempt);
- Permission to proceed to the next Stage of your programme carrying module/assessment fails.

If none of these adjustments are appropriate, it may be decided that your circumstances are considered for [discretion by the Board of Examiners](#) at the end of the year. This means that the Board of Examiners may; allow you to pass a Stage despite having failed a module; or allow you to pass a module by discretion; or alter your degree classification, if appropriate.

### When can I submit a PEC?

A PEC can be submitted if you are experiencing any significant personal and extenuating circumstances that are having a substantial impact on your ability to study or your performance in your assessments/examinations.

The circumstances you are reporting in your PEC should generally be unavoidable and unforeseen.

Your PEC request should be submitted **prior** to the submission or assessment deadline and will only be considered retrospectively in specific circumstances. If the adjustment you are requesting is an extension, you **must** submit a PEC form before the advertised submission date.

### On what grounds can I submit a PEC?

PECs may be considered for:

- Bereavements;
- Periods of ill health;
- Industrial action which has meant that you have not received the necessary teaching or support for your assessments;
- Any other significant personal difficulties (experienced by you or your dependents) that are outside of your control and which may impact on your ability to study or complete

assessments.

### **When is a PEC not appropriate?**

PECs are not normally accepted for:

- Instances where appropriate adjustments have already been made (for example if you have already had an extension);
- Minor illnesses such as coughs, colds, headaches or hayfever, (unless as a self-cert or supported by specific medical evidence);
- Problems with printing;
- Issues with online timed assessments (such as 24/48 hour takeaway papers) which result in you submitting your assessment up to 30 minutes late. In these instances, an extension of up to 30 minutes will be granted without the need to submit a PEC;
- Circumstances which could have been avoided, for example through more effective time management or failing to create data backups;
- Holidays, house moves, sporting or social commitments;
- Transport problems (except where you can demonstrate that adequate time was allowed for travel);
- Unspecified anxiety or examination stress (unless as a self-cert);
- Known employment or financial responsibilities (unless you are a part-time student where employment is your primary activity);
- Distress relating to a family pet (unless as a self-cert);
- Retrospective reporting of extenuating circumstances, without appropriate reason for the delay.

### **What is a self-certification (self-cert)?**

On up to two occasions per semester (up to a maximum of four times per academic year), you can submit a PEC to request a short extension to an assignment deadline without having to provide evidence of your illness or circumstances. This is known as a 'self-cert' and will be accepted on trust without the need to provide additional evidence. Each submitted PEC form is counted as one request, although if you have similar submission deadlines one PEC request can cover a number of deadlines as long as the PEC form relates to the same period of illness/circumstances).

Self-certs can only result in an adjustment extension of up to 7 days for an assignment submission.

### **How do I submit a PEC?**

All PEC forms must be submitted to your School, via the S3P online system.

You should submit your form as close as possible to the time that the problem arose and, wherever possible, in advance of assessment deadlines.

### **What should I include in my PEC?**

We ask that you complete your form fully and provide clear details of the issues you have faced, including the dates that you were impacted and how long the problem(s) lasted. This is important so we can assess your case.

PEC requests should include details of precisely how your work was affected (for example, if you did not have time to revise, you missed laboratory hours, etc.). You should also specify which assessments/examinations you believe may have been adversely impacted.

You should provide supporting documentary evidence alongside your PEC form, which should be clearly marked with your name and student number. Documentary evidence can include medical notes, tutor reports, SSPs, statement of support from a Student Health and Wellbeing Advisor or any other documents but must be **relevant** to your PEC submission and should detail all the important points you would like to be considered. Evidence should not be created after the event (for example, by asking a doctor to provide a retrospective note). You should avoid providing details relating to another person's personal data in your submission unless you are able to provide their consent to share their data along with your PEC request.

In the PEC form you will be asked to suggest what adjustment you feel would be appropriate to your circumstances. Please note that your suggestion will be considered but the PEC Committee will make the final decision (for example, you may be given a shorter extension than requested).

If your PEC relates to the death of a close family member, the University understands that it can be difficult to assess and articulate the impact on your studies. It may be helpful in such situations if you can provide as much information as possible alongside your PEC form, such as: your relationship to the deceased; the timing of the death in relation to your assessments; how much study time was lost (i.e. for attending the funeral, being with family). It is also helpful if you can provide additional evidence, such as a supporting statement from your personal tutor or relative.

#### **I do not want other people to know about my personal circumstances – can I still submit a PEC?**

Information you provide within your PEC request and accompanying documentation will be treated as confidential. However, if the circumstances you are reporting are particularly sensitive, you may wish to submit accompanying evidence directly to the PEC Committee and not via your School. In such cases, you should submit your PEC form as normal via S3P and indicate on your form that your case is highly confidential. You should then submit an outline of the confidential circumstances, together with relevant documentary evidence, to your School office in a sealed envelope marked '**Strictly confidential – PEC evidence for the attention of the PEC Committee only.**'

#### **I have a Student Support Plan (SSP) – can I still submit a PEC?**

If your Student Support Plan (SSP) identifies specific circumstances where an extension or deferral would be appropriate, you are still required to submit a PEC form to indicate to your School that you wish to submit your work with an extended deadline. However, in this situation, you may provide your SSP as documentary evidence and no further additional evidence will be required.

Additional PECs are not normally accepted if you have an ongoing medical conditions or disabilities for which you are already receiving adjustments via your SSP, unless there has been a change in your condition or additional problems have arisen for you.

If you are experiencing additional personal extenuating circumstances unrelated to your ongoing medical condition or disability, or if there has been a change in your circumstances (for example, a worsening of an existing medical condition), you may submit a PEC for consideration of additional adjustments via the route outlined above.

### **Should I submit a PEC if I need a temporary adjustment for my Examination?**

No. If you have a temporary disability that requires a short-term adjustment for an examination period (for example if you have broken your arm and require a scribe or extra time), you should complete the online [Temporary Examination Arrangements Form](#) to request an appropriate adjustment for your examination from the Examinations Office.

### **How is the University handling COVID-related PECs?**

If your PEC relates to circumstances arising from the COVID-19 pandemic and you are requesting an extension of up to 7 days for an assessment deadline, you are **not** required to provide additional evidence of your personal circumstances. Instead you may submit a self-certification PEC up to twice per semester (up to a maximum of 4 times per academic year).

If you are requesting any other adjustment as a result of COVID-related issues, you are asked to provide additional evidence of your personal circumstances. COVID-related evidence may include a photograph of a positive COVID-19 lateral flow or PCR test result, or NHS email confirmation of a positive test result. Where this evidence is not available, you are required to submit a personal statement which outlines your circumstances, the negative impact it is having on you, and any contact you have had with your personal tutor or wellbeing advisor about this issue.

### **How is the University handling Industrial Action-related PECs?**

If, as a result of Industrial Action, you are concerned that you have not received the required teaching or appropriate support relating to your assessments, you are encouraged to speak to your student course representatives in the first instance. However, if you believe that this has had an adverse impact on your performance within your examinations or assessed coursework, you may submit a PEC.

You should detail the specific impact the Industrial Action has had on your studies, such as: the dates of missed teaching sessions; which assessment/s you believe have been affected; and whether your Academic Unit took any mitigating action in relation to the missed sessions (for example, by providing additional tuition or teaching materials). You will not be required to provide any additional evidence relating to periods of Industrial Action.

Please note that PEC forms are for individual adjustments only – if an issue or disruption is module or programme-wide it will be dealt with within the school and there is no need to submit a PEC to cover this.

### **I am an Elite Athlete can I request an adjustment due to representing the University?**

If you are an elite athlete, or you represent the University or your country at a high level, and you need an adjustment to an assessment because of a commitment in relation to your field of competition, you may submit a PEC. However, you will normally need to provide a letter of support from the Director of Sport or your Performance Manager as additional documentary evidence.

How will my PEC be processed?

