

Student Online PEC form via S3P 2018/19

Example of Screen One (Details of Circumstance and Impact)

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S³P Student Self Service Portal

Edison Cavani
Student No. 160001802

Student Self Service - Submit PEC

Status | Student Data 1 | Student Data 2 | Careers | Student Union | Programme | Modules | Finance | Documents | Help | Logout

Absence Request | Component Marks | Submit PEC

How are your studies and assessments being affected? *Tick all that apply*

- Unable to submit my work on time
- Unable to submit my work despite being given extension
- Unable to participate in group work
- Unable to attend University for more than 5 days
- Unable to attend my exam(s) or other session(s)
- Unable to write comfortably in examination conditions
- Unable to prepare effectively for my examinations
- Able to work, but feel my performance has been affected

Student Support Plan (SSP)

Please indicate here if you have an SSP in place with the university.

Details of Personal Extenuating Circumstances

Medical Personal Other

Period affected: From: To:

Year of affected Modules: 2017

Please select a Year of your affected Modules. Example enter '2018' for the 2018/19 academic year.

Provide as full a description as possible including impact on your studies

Max characters 1000; characters remaining: 1000. Please attach a document if you reach the character limit.

Submission of this form and any accompanying evidence, including an absence request, does not result in an automatic acceptance of your requested adjustment

Documents

Please attach supporting documents

Choose File No file chosen

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Tick to indicate how your studies and/or assessments have been affected. You are able to tick **any** of those that apply.

Detail when and how your studies have been impacted.

N.B. if you exceed the maximum character allowance you are able to upload a continuation sheet or separate statement here.

Upload supporting evidence here

Once complete move to next screen.

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Example of Screen Two (Requested Adjustment)

Choose requested adjustment.

A description of each adjustment type is shown here.

Choose which of your modules are affected. This field should already be populated with modules you have chosen. If not please contact your School to make sure you are enrolled on the correct modules.

Choose which assessed component of your module has been affected.

Add further adjustment requests here if required

list of requested adjustments.

You are able to delete any of these requests if they have been added in error.

Move to next page

Edison Cavani
Student No. 160001892

Adjustment added!

New Adjustments Requested *Please enter all that apply*

Adjustment:

Module:

Component:

+ Add Adjustment

Adjustment	Module	Affected Work	Due Date	Requested Date
Extension	BDS3001	Case report	03/09/2018	10/09/2018

Deferral of a formal examination or assessment attempt to either, the next normal occasion (usually August) or a later date to be determined by the PEC Committee. Please ensure you enter the original date of the exam or assessment and the requested deferral date.

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Example of Screen Three (Summary Screen)

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S³P Student Self Service Portal

Student Self Service - Submit PEC

Rafa Murray
Student No. 170002954

Status | Student Data 1 | Student Data 2 | Careers | Student Union | Programme | Modules | Finance | Documents | Help | Logout

Absence Request | Component Marks | Submit PEC

How are your studies and assessments being affected?

Unable to submit my work on time
 Unable to participate in group work
 Unable to attend my exam(s) or other session(s)
 Unable to prepare effectively for my examinations

Unable to submit my work despite being given extension
 Unable to attend University for more than 5 days
 Unable to write comfortably in examination conditions
 Able to work, but feel my performance has been affected

Details of Personal Extenuating Circumstances

Medical Personal Other

Period affected: From: 01/08/2018 To: 02/08/2018

Year of affected Modules: 2017

This is a test

Adjustment	Module	Affected Work
BoE Consideration	MEC3101	Python Programming

Submission of this form and any accompanying evidence, including an absence request, does not result in an automatic acceptance of your requested adjustment

Documents

Please attach supporting documents then click the Submit button below

Choose File No file chosen

Submit Pec Back

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This screen is a summary of all information already input via the previous two screens.

You can move backwards and forwards between screens to make any changes.

You are also able to upload supporting documentation via this screen.

Once you are happy with your application you are able to submit this for consideration.

You should receive a confirmation email to show your form has been correctly submitted.