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**Templates for communicating decisions about extenuating circumstances to students**

***[Items in shaded square brackets below will need to be altered, or a decision taken on whether to include or remove phrasing, for each communication]***

### ECs Accepted

1. **Attempted assessment**

"I am pleased to confirm that your extenuating circumstances for [specific assessment(s)] have been agreed by the Extenuating Circumstances Committee. If you have passed, no further action is required but the Exam Board will be aware that this grade was achieved under extenuating circumstances. If you have failed, again the Exam Board will be aware, and [if the result cannot be compensated by performance in other modules] you will be asked to attempt this assessment again at the next opportunity [mid/late September for modules / next summer for summer exams / individually-set deadline for projects]. If you have failed a component of an assessment but have still passed the assessment overall, you have the choice to accept the overall grade for the assessment, or to make a new attempt at the failed component at the next scheduled opportunity. This new attempt will not be considered as a resit [unless the previous attempt was itself a resit]."

1. **Missed assessment**

"I am pleased to confirm that your extenuating circumstances for [specific assessment(s)] have been agreed by the Extenuating Circumstances Committee. You should undertake this assessment at the next scheduled opportunity [mid/late September for modules / next summer for summer exams / individually-set deadline for projects]. If you have missed a component of an assessment but have still passed the assessment overall, you have the choice to accept the overall grade for the assessment, or to make a new attempt at the missed component at the next scheduled opportunity. This new attempt will not be considered as a resit [unless the previous attempt was itself a resit]."

### ECs Accepted

1. **Attempted assessment**

"Unfortunately, your extenuating circumstances for [specific assessment(s)] have not been agreed by the Extenuating Circumstances Committee for the following reason(s) [one-line summary of the reason why, as recorded by ECC]. If you have passed, you will not need to take any further action. If you have failed, [and if the result cannot be compensated by performance in other modules] you will be asked to attempt this again at the next scheduled opportunity [mid/late September for modules / next summer for summer exams / individually-set deadline for projects], as a resit. [If the previous attempt was itself a resit, no further attempt will be permitted; this may mean failure of the overall award, depending on whether compensation can be applied.]"

1. **Missed assessment**

"Unfortunately, your extenuating circumstances for [specific assessment(s)] have not been agreed by the Extenuating Circumstances Committee for the following reason(s) [one-line summary of the reason why, as recorded by ECC]. You will need to undertake this assessment at the next scheduled opportunity [mid/late September for modules / next summer for summer exams / individually-set deadline for projects], as a resit. [If the previous attempt was itself a resit, no further attempt will be permitted; this may mean failure of the overall award, depending on whether compensation can be applied.]"

### ECs Deferred

"Further to your request for extenuating circumstances for [specific assessment(s)], the Extenuating Circumstances Committee requires further information before they can make a decision. Please can you [provide specific further evidence about... , and/or answer the following specific queries raised by the Committee... ], responding to me at this email by [deadline for response – typically allow 2 weeks, but may be appropriate to vary by case].