

# User Guide Extenuating Circumstances System

Access, Create and review your Extenuating Circumstance Requests

IT Services, Swansea University Version 1.0 Last reviewed January 2023

### **Extenuating Request System Student Guide**

This user guide is divided into sections <u>Accessing the System</u>, <u>Create your request</u> and <u>Reviewing</u> an Extenuating Circumstances Request and designed to support students.

You should keep working on your assessment and submit any work you have completed by your assessment deadline, while the decision is being made on any extenuating circumstances request.

## Accessing the Request

#### 1. Logging in

Access the system via MyApps or at: <u>https://evision.swan.ac.uk/</u>

Log in using student number and student password.

Enter your credentials and click **Login** to start the application.

#### 2. Student Details Page

From the Student Details page, click Extenuating Circumstances to move to Extenuating Circumstances Home page.

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#### 3. Extenuating Circumstances Home

You are now at the Extenuating Circumstances System.

Click Apply for Extenuating Circumstances to start the application



#### **Create your Request**

#### Step 4 Student Guidance

You need to confirm if you have received advice and guidance before starting a request.

Advice and guidance can be found at: <u>Myuni Extenuating Circumstances</u>

Click **Next** to continue your application.

#### Step 5 Select Module

Review and select the relevant modules to view assessments. If you cannot see your module or assessment, you can add information in the next screen.

Click Select Assessments

#### Select Assessments

A popup window will show your assessments, please add details of the impact and finally click the checkbox to confirm assessment selection.

Click Add to request and Next to continue your application.

<ul> <li>Educating Croumstances</li> </ul>	Student Guidance		
	Guidance Declaration		
	Where can I get advice on submitting exter You are advised to visit the following guitance before sub- The University full Follow on Demustric Disparations	nuating circumstances requests? Billing your require Entruinting Circumstances - Swansea Streemity, elevandate.	
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	Confirm Wish to Delete *	Yes, I have necessed guidance from Studient Services and/or Studient Union.	
		EXIT	

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Enternating Circumstances	Select supports	t Assessments		
	O if the asse	soment you wish to make a request against is not listed below please add it in the next screen un	der the Summary section.	
	Select a	Module		
	Module	Module Name	Summary	Select
	P5Y100	Academic Skills and Foundational Concepts in Statistics and Research Methods	0 of 3 assessments linked to request	SELECT ASSESSMENTS
	PSY101	Professional Development and Applications of Statistics and Research Methods	0 of 4 assessments linked to request	SELECT ASSESSMENTS
	PSY111	Cognition t Basic Processes	0 of 2 assessments linked to request	SELECT ASSESSMENTS
	P5Y112	Social and Developmental Psychology	0 of 2 assessments linked to request	SELECT ASSESSMENTS
	P5Y113	Biological Psychology	0 of 4 assessments linked to request	SELECT ASSESSMENTS
	P57114	Individual and Abnormal Psychology	0 of 2 assessments linked to request	SELECT ASSESSMENTS
	P\$Y211	Cognition II: Higher Level Processes	0 of 2 assessments linked to request	SELECT ASSESSMENTS
	P\$Y212	Development Across the Lifespan	0 of 2 assessments linked to request	SELECT ASSESSMENTS
	P5Y213	Brain and Behaviour	0 of 2 assessments linked to request	SELECT ASSESSMENTS
	PSY214	From Individuals to Society	0 of 2 assessments linked to request	SELECT ASSESSMENTS
	PSY237	Research and Experimental Methods I	0 of 3 assessments linked to request	Contrast contrast of the local distance of t

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			comment your	with to make a rel	puest against is not listed	below please add it in the next screen	under the Summary sector	n			
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102	ATTENDAN	E 10		1	Please Select	Attendance				NO	
103	PORTFOLIO	40		8. C	Pikase Solect	Academic skills portfolio 2000 words				740	
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		PSY211	Cogratio	n El Higher Level I	TOCHENES			Cof 2 assessmen	ts Triand to request	Balance	SSESSMENTS
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		151213	Brain an	d Behandour				0 of 2 insemmer	ts linked to request	SELECT A	SSESSMENTS
		P5Y214	Rism Inc	Perduals to Society				0 of 2 assessmen	ts loked to request	SELECTA	SSESSMENTS

#### Step 6 Description

Add additional details to support your request here. If your assessment was not shown in the previous screen, you can add assessment details in the **Summary** section.

Click **Next** to continue your application.



#### Step 7 Evidence

Add any evidence to support your request. Check our list of <u>supporting</u> evidence if you need more information.

A request needs relevant evidence to be approved.

Click Next to continue your application.

# Step 8 Summary and Confirmation

Review or amend your request and agree to the declarations to submit the request.

Click **Submit for Approval** to complete your request.

After you submit you will receive an email confirmation showing an EC number.



	Student ID Official Nume Course Nume Faculty	1983247 Jessica Iolyn Bennett Bachelor of Science (Homi) Science and Engineering						
Descrip	ption of the Extenuating Circumstan	ces						
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Assess	ments Affected							
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P5Y100	Academic Skills and Foundational Concepts in	Statistics and Research Methods		101	5 progress quizzes	Online Class Test	50	Non Attendance
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#### Confirmation Screen

On submission an EC-xxxxxx number will be shown, and you will receive an email receipt stating this number.

You should keep working on your assessment and submit any work you have completed by your assessment deadline, while the decision is being made on any extenuating circumstances request.

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	Created request reference number: IC-660868-012		
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#### **Reviewing your Requests**

All your requests are shown under **My EC Claims** on the Extenuating Circumstances Home page. You view your requests at all stages including completed, in progress and more by expanding the headings.

If you decided to Save and Exit at any point during a request, this is where those requests will be shown.

Apply for Extensioning				
MY EC CLAIMS				
Requests Awaiting Fu	urther Evidence			
Requests Under Con	sideration 📵			
Completed Requests	0			
EC Reference Code	Created	Status	Decision Date	Action
	29/Nov/2022	Accepted	13 Dec 2022	VIEW VIEW EMAIL
EC-460808-001				

#### Help and support

Further information can be found on the Extenuating Circumstances process and available support here: <u>MyUni Extenuating Circumstances</u>. This page also contains contact details of your Faculty Support Team.

We understand that you may be experiencing circumstances that require additional support from outside of the Faculty. Student Services can offer a range of different support, including wellbeing, inclusive learning support, money advice and more. Please find further guidance on the website, along with contact details for these teams here <u>Student Services - Swansea University</u>.