

Guide to completing Extenuating Circumstances requests on the Faculty Intranet

Follow the steps below to complete an online Extenuating Circumstances (EC) form on the Faculty Intranet for any continuous assessment deadlines you are unable to meet because of Extenuating Circumstances. Use the EC system to request short term adjustments (ie. an extension or exemption of work) for coursework, Canvas tests, labs and other assignments.

Please note that this also applies if you miss any significant on-site activity i.e. where attendance is compulsory or where there is an assessed component related to an on-campus activity. If you have circumstances that mean you are missing any compulsory on-campus activity or related work, you will need to submit an EC form to request support and adjustments.

You may request ECs as many times as you need, but if you do have ongoing circumstances that affect your work across a longer period, we will also recommend that you discuss long-term, specialist support with the central [Wellbeing](#) and/or [Disability](#) teams.

For Exam Deferral requests during Final Assessment periods at the end of each semester, there is a different area on the Faculty Intranet.

Step 1: Log in to <https://fse-intranet.swan.ac.uk/>

Step 2: Select **Continuous Assessment Forms**

Extenuating Circumstances

- [Continuous Assessment Forms](#) - Manage your Extenuating Circumstances Forms

Step 3: Select **My Forms**, and then **Create New Form**. Please note that if you have already submitted Extenuating Circumstances requests, you will see a list of the past EC forms that you have created along with their current status, all in the same **My Forms** area.

Continuous Assessment Forms

- [My Forms](#) - Manage your Extenuating Circumstances Forms

This is the list of all the Extenuating Circumstances forms that you have created along with their current status.

Year	Name	Creation	Last Updated	Submitted	Committee Decision
<i>No forms have been created yet</i>					

[Create New Form](#)

Step 4: A **New Form Details** window will open. Please give your EC request a descriptive name (to help you identify your request later) and then select **Enter**.

Step 5: Select **Complete / Edit Form** to fill in the details of your circumstances.

This is the list of all the Extenuating Circumstances forms that you have created along with their current status.

Year	Name	Creation	Last Updated	Submitted	Committee Decision	
21/22	Example Name: PM-290 Assignment 1 - hand injury	27/09/2021 21:34:34	27/09/2021 21:34:34	Not submitted	No Decision	Complete / Edit Form

Step 6: Section A should already be filled in with your name, programme and details.

In Section B, select **Edit this Section**.

Section B : Details of Circumstances and/or reasons for Absence

Please provide details of the circumstances which you wish to make the College aware of:

Reason		Not Set
Details		Nothing Entered
Period Affected	From	Not Set
	To	Not Set
Support Services Contacted		No

Edit this Section

An **Edit Form Details** window will open.

- For the **Reason**, select the primary reason for your EC request, that best describes your circumstances (ie. Illness or Injury, Bereavement, Mental Health, etc). There may be multiple reasons for your EC request, but please try to select what has been the biggest issue and is affecting your work the most.
- For the **Description**, please describe your circumstances and how this has affected your ability to complete or submit your work. If your work was affected for less than a day (for instance, if you lost Wifi for a 2-hour period during an online test), please include this in your description. If your circumstances are on-going, please explain this in the Description, and give an estimate of when you expect to be able to submit your work.
- For **Support Services**, please indicate whether you are already in contact with the central Wellbeing or Disability teams.
- For **Period Affected**, please put in the dates that your work has been affected by the circumstances that you have outlined in the description.

Edit Form Details

Form Details

Reason: Please select...

Details

Support Services

Have you contacted Student Support Services? Yes No

You are advised to contact Support Services. For more information on which Support Services are available - please click on the link below: <http://www.swansea.ac.uk/student-services/>

Period Affected

From: Click here to pick date

To: Click here to pick date

Enter Cancel

Step 7: Upload your supporting evidence. All supporting evidence must be submitted as a **Word document, JPEG or PDF**. The faculty systems are not able to read supporting documents that are in HEIC format.

Supporting evidence must:

- Be supplied by a third party and submitted by the student.
- Clearly explain the circumstances.
- Confirm the time period affected by the circumstances.
- Be dated within one month of the affected assessment.
- Be provided by you within 10 working days of the date that you submit your EC request.
- Where documentation is written in a different language an official translation must be provided.

If you do not have your supporting document/s when you submit your EC request, these can be uploaded later, but this must be provided within 10 working days of the date of your request. To upload documents later, follow Steps 1, 2 and 3 to view and add to your past EC request forms.

If no supporting evidence is provided within 10 working days of your request, your EC request will normally not be approved, and we recommend uploading supporting documents at the time of your request if at all possible.

If you are not sure of what evidence to provide, please see the [faculty guidance](#) and contact the Student Experience and Information team if you still need advice: StudentSupport-ScienceEngineering@swansea.ac.uk

Section C : Supporting Documentation

Nature of Supporting Documentation (e.g. medical certificates)
(If you are not able to scan and upload a document please ask :

Description	Uploaded Document	Time Uploaded	
<i>No supporting documentation added</i>			

Upload Supporting Documentation

Step 8: Complete **Section D**. Select **Add New Module Component**, and a window will open with a list of all of your modules. Select each module and module component/s that has been affected by your circumstances, and use the free text box to add extra details, such as the title of the coursework and/or a short description to identify the assignment clearly. Enter the correct deadline, as this will be checked.

You may enter multiple module components, for one or more modules, but please remember that all EC requests need to be made within 5 working days of each assignment deadline. **Any request made outside of this 5 working day window will not be approved.**

Section D : Modules and Components of Assessment, such as Assignments, which have been affected

Please add the component(s) of each of your module(s) that have been affected by this Extenuating Circumstance.

NOTE: It is important to list all the modules that are affected as these are the lecturers who will be notified of your Extenuating Circumstance.

Module	Component(s) affected	Further Details	Deadline
<i>No Module Components entered</i>			

Add New Module Component

Add Module Component

Module Component

Module Code

- BIO331 - Professional skills in conservation
- BIO334 - Advanced Data Analysis
- BIO337 - Biodiversity
- BIO341 - Plant Conservation and Ecology
- BIO342 - Sensory Ecology
- BIO344 - Hormones and Behaviour
- BIO345 - Macroevolution and Phylogenies
- BIO350 - Biosciences Research Project
- BIO355 - Animal behaviour - from individuals to groups

Component

If you cannot find (or are not sure about) the particular component you are looking for please contact your lecturer.

Further Details

Deadline

Enter Cancel

Step 9: Submit your form to have your request considered. Please note that by submitting your form, you are giving consent for your information to be shared with relevant members of Swansea University staff for the purpose of considering your Extenuating Circumstances request, and to provide appropriate support.

The personal data that you share will be noted and held within the EC system for the duration of your studies. Note: If you do not click 'Submit', your form will be visible to the College for information purposes only, and no request for extension or exemption will be considered.

What happens afterwards:

Once you submit your form, your EC request will be reviewed within 2 working days (or possibly longer for more complicated cases), and you will receive an email notification from the system to advise of the initial decision and any further action required from you. Possible initial decisions are:

- **Accepted:** Your request has been approved, and you will be advised of a revised deadline or exemption of work as appropriate to your circumstances.
- **Accepted Pending Supporting Documentation:** This means that the circumstances you have described are eligible for ECs, but that you will need to upload supporting documentation in order to have your EC approved at a final review. An initial extension or exemption of work will be allowed, but if you do not provide supporting documentation within 10 working days of the EC request, the decision will be changed to not approved, and the assignment marks will be changed to zero.
- **Not accepted:** If your circumstances are not eligible for ECs, or if you have made a request outside of 5 working days of an assessment deadline, your request will not be approved.

After you receive a notification of the initial decision, we will also follow up with a personal email regarding support and resources that we feel may be useful.

Retracting your request:

You have the option to retract your EC request at any point, if you no longer need to request an adjustment, or if you no longer wish to have your information held in the EC system. By retracting an EC request form, you confirm that you no longer give consent for the details of your circumstances to be noted or shared, and confirm that you do not want to declare extenuating circumstances to the Faculty.

This means that you are confirming that an extension or exemption of work is no longer needed, and you have submitted the work on or before the original submission deadline.

Once you retract your Extenuating Circumstances request, all information included in the request will be deleted, and the Faculty will no longer be able to view the request or circumstances described. Retracting your request and deleting your information will limit the support that we are able to provide, as we will be unable to view or circulate any information about your circumstances and needs to relevant members of staff.

We hope you find this guide helpful. If you have any questions or feedback, please email the Student Experience and Information Team via StudentSupport-ScienceEngineering@swansea.ac.uk

Related links:

Faculty Continuous EC guidance: <https://myuni.swansea.ac.uk/college-of-engineering/coe-student-info/extcircs/continuousassessment/>

University Extenuating Circumstances Policy: <https://myuni.swansea.ac.uk/academic-life/academic-regulations/aqs-policies/policy-on-extenuating-circumstances/>

Extenuating Circumstances and Financial Implications guidance:
<https://myuni.swansea.ac.uk/finance/money-campuslife/extenuating-circumstances/#bbq=on>

Wellbeing and Support resources: <https://myuni.swansea.ac.uk/support-wellbeing/>

Y Gyfadrn Gwyddoniaeth a Pheirianeg

Canllaw i gwblhau ceisiadau am Amgylchiadau Esgusodol ar Fewnrwyd y Gyfadrn



Dilynwch y camau isod i gwblhau ffurflen Amgylchiadau Esgusodol (EC) ar-lein ar Fewnrwyd y Rhyngwyd ar gyfer terfynau amser asesu parhaus nad ydych yn gallu eu bodloni o ganlyniad i Amgylchiadau Esgusodol. Defnyddiwch y system EC i ofyn am addasiadau tymor byr (h.y. estyniad neu eithriad ar gyfer darn o waith) ar gyfer gwaith cwrs, profion Canvas, labordai neu aseiniadau eraill.

Sylwer bod hyn hefyd yn berthnasol os ydych yn colli gweithgarwch ar y safle h.y. pan fydd presenoldeb yn orfodol neu pan geir cydran a asesir sy'n ymwneud â gweithgaredd ar y campws. Os oes gennych amgylchiadau sy'n golygu eich bod yn colli unrhyw weithgaredd orfodol ar y campws neu waith cysylltiedig, bydd angen i chi gyflwyno ffurflen EC i ofyn am gymorth ac addasiadau.

Gallwch gyflwyno cais am gynifer o geisiadau am Amgylchiadau Esgusodol ag y mynnwch, ond os oes gennych amgylchiadau parhaus sy'n effeithio ar eich gwaith am gyfnod hwy, byddwn hefyd yn argymhell eich bod yn trafod cymorth arbenigol hirdymor â'r timau [Lles](#) a/neu [Anabled](#).

I ohirio arholiadau yn ystod cyfnodau Asesu Terfynol ar ddiwedd pob semester, mae ardal wahanol ar Fewnrwyd y Gyfadrn.

Cam 1: Mewngofnodwch i <https://fse-intranet.swan.ac.uk/>

Cam 2: Dewiswch **Ffurflenni Asesu Parhaus**

Extenuating Circumstances

- [Continuous Assessment Forms](#) - Manage your Extenuating Circumstances Forms

Cam 3: Dewiswch **Fy Ffurflenni**, ac yna **Creu Ffurflen Newydd**. Sylwer, os ydych eisoes wedi cyflwyno ceisiadau amgylchiadau esgusodol, byddwch yn gweld rhestr o hen ffurflenni EC rydych chi wedi'u cwblhau ynghyd â'u statws presennol, yn yr ardal **Fy Ffurflenni**.

Continuous Assessment Forms

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This is the list of all the Extenuating Circumstances forms that you have created along with their current status.

Year	Name	Creation	Last Updated	Submitted	Committee Decision
<i>No forms have been created yet</i>					

[Create New Form](#)

Cam 4: Bydd ffenestr **Manylion Ffurflen Newydd** yn agor. Rhwch enw disgrifiadol i'r cais EC (er mwyn i chi adnabod eich cais yn ddiweddarach) ac yna dewis **Enter**.

Cam 5: Dewiswch **Cwblhau/Golygu Ffurflen** i lenwi manylion eich amgylchiadau.

This is the list of all the Extenuating Circumstances forms that you have created along with their current status.

Year	Name	Creation	Last Updated	Submitted	Committee Decision	
21/22	Example Name: PM-290 Assignment 1 - hand injury	27/09/2021 21:34:34	27/09/2021 21:34:34	Not submitted	No Decision	Complete / Edit Form

Cam 6: Dylai Adran A fod eisoes wedi'i chwblhau gyda'ch enw, eich rhaglen a'ch manylion.

Yn Adran B, dewiswch **Golygu'r Adran hon**.

Section B : Details of Circumstances and/or reasons for Absence

Please provide details of the circumstances which you wish to make the College aware of:

Reason		Not Set
Details		Nothing Entered
Period Affected	From	Not Set
	To	Not Set
Support Services Contacted		No

Edit this Section

Bydd ffenestr **Golygu Manylion y Ffurflen** yn agor.

- Ar gyfer y **Rheswm**, dewiswch y prif reswm dros eich cais am EC, sy'n disgrifio orau eich amgylchiadau (h.y. salwch neu anaf, profedigaeth, iechyd meddwl etc). Gall fod amryw o resymau am gyflwyno eich cais am EC, ond ceisiwch ddewis y brif broblem sy'n effeithio ar eich gwaith fwyaf.
- Ar gyfer y **Disgrifiad**, disgrifiwch eich amgylchiadau a sut mae hyn wedi effeithio ar eich gallu i gwblhau neu gyflwyno eich gwaith. Os effeithiwyd ar eich gwaith am lai na diwrnod (er enghraifft, os gwnaethoch gollu eich cysylltiad WiFi am ddwy awr yn ystod prawf ar-lein), nodwch hyn yn eich disgrifiad. Os yw eich amgylchiadau'n parhau, esboniwch hyn yn y Disgrifiad, a rhwch amcangyfrif o pryd rydych chi'n disgwyl cyflwyno'ch gwaith.
- Ar gyfer **Gwasanaethau Cymorth**, nodwch a ydych eisoes mewn cysylltiad â'r timau Lles neu Anabledd canolog.
- Ar gyfer y **Cyfnod yr effeithir arno**, nodwch y dyddiadau yr effeithiwyd ar eich gwaith gan yr amgylchiadau rydych wedi'u nodi yn y disgrifiad.

Edit Form Details

Form Details

Reason: Please select...

Details

Support Services

Have you contacted Student Support Services? Yes No

You are advised to contact Support Services. For more information on which Support Services are available - please click on the link below: <http://www.swansea.ac.uk/student-services/>

Period Affected

From: Click here to pick date

To: Click here to pick date

Enter Cancel

Cam 7: Lanlwythwch eich tystiolaeth ategol. Rhaid cyflwyno'r holl dystiolaeth gefnogi ar ffurf dogfen **Word, JPEG neu PDF**. Nid yw systemau'r Gyfadran yn gallu darllen dogfennau cefnogi yn fformat HEIC.

Rhaid i dystiolaeth ategol:

- Gael ei chyflwyno gan drydydd parti a'i chyflwyno gan y myfyriwr.
- Esbonio'r amgylchiadau'n glir.
- Cadarnhau'r cyfnod amser yr oedd yr amgylchiadau'n effeithio arno.
- Cael ei dyddio o fewn mis i ddyddiad yr asesiad dan sylw.
- Rhaid darparu tystiolaeth ategol o fewn 10 niwrnod gwaith i ddyddiad cyflwyno'r cais am amgylchiadau esgusodol gennych.
- Yn achos dogfennaeth a ysgrifennwyd mewn iaith arall, rhaid darparu cyfieithiad swyddogol.

Os nad oes gennych eich dogfen(nau) cefnogi eto pan fyddwch yn cyflwyno eich cais am EC, gellir lanlwytho'r rhain yn hwyrach, ond rhaid eu darparu o fewn 10 niwrnod gwaith o ddyddiad eich cais. I lanlwytho'r dogfennau hyn, dilynwch Gamau 1, 2 a 3 i weld ac ychwanegu at eich ffurflenni cais am EC yn y gorffennol.

Os na cheir tystiolaeth ategol mewn fewn 10 niwrnod gwaith, ni fydd eich cais EC fel arfer yn cael ei gymeradwyo, ac rydym yn argymhell lanlwytho dogfennau ategol ar adeg eich cais os yn bosib.

Os nad ydych yn siŵr pa dystiolaeth i'w darparu, gweler [canllaw'r gyfadran](#) a chysylltwch â'r tîm Gwybodaeth a Phrofiad Myfyrywr os oes angen cyngor arnoch o hyd: Studentsupport-scienceengineering@abertawe.ac.uk

Section C : Supporting Documentation

Nature of Supporting Documentation (e.g. medical certificates)
(If you are not able to scan and upload a document please ask :

Description	Uploaded Document	Time Uploaded	
No supporting documentation added			

Upload Supporting Documentation

Cam 8: Cwblhewch **Adran D**. Dewiswch **Ychwanegu Cydran Modiwl Newydd**, a bydd ffenestr yn agor gyda rhestr o'ch holl fodiwlau. Dewiswch bob modiwl a chydran modiwl/modiwlau yr effeithiwyd arnynt gan eich amgylchiadau, a defnyddiwch y blwch testun rhydd i ychwanegu mwy o fanylion, megis teitl y gwaith cwrs a/neu ddisgrifiad byr i nodi'r aseiniad yn glir. Nodwch y dyddiad cyflwyno cywir, gan y caiff hyn ei wirio.

Gallwch gyflwyno sawl cydran modiwl, ar gyfer un neu fwy o fodiwlau, ond cofiwch fod yn rhaid cyflwyno pob cais am EC o fewn 5 niwrnod gwaith o ddyddiad cau pob aseiniad. **Ni fydd unrhyw gais a wneir y tu allan i'r ffenestr 5 niwrnod gwaith yn cael ei gymeradwyo.**

Section D : Modules and Components of Assessment, such as Assignments, which have been affected

Please add the component(s) of each of your module(s) that have been affected by this Extenuating Circumstance.

NOTE: It is important to list all the modules that are affected as these are the lecturers who will be notified of your Extenuating Circumstance.

Module	Component(s) affected	Further Details	Deadline
No Module Components entered			

Add New Module Component

Add Module Component

Module Component

Module Code

- BIO331 - Professional skills in conservation
- BIO334 - Advanced Data Analysis
- BIO337 - Biodiversity
- BIO341 - Plant Conservation and Ecology
- BIO342 - Sensory Ecology
- BIO344 - Hormones and Behaviour
- BIO345 - Macroevolution and Phylogenies
- BIO350 - Biosciences Research Project
- BIO355 - Animal behaviour - from individuals to groups

Component

If you cannot find (or are not sure about) the particular component you are looking for please contact your lecturer.

Further Details

Deadline

Enter Cancel

Cam 9: **Cyflwynwch eich ffurflen** er mwyn ystyried eich cais. Sylwer, drwy gyflwyno eich ffurflen, rydych yn rhoi caniatâd i'ch gwybodaeth gael ei rhannu â'r aelodau perthnasol o staff Prifysgol Abertawe at ddiben ystyried eich cais am amgylchiadau esgusodol, ac er mwyn rhoi cymorth priodol i chi.

Bydd y data personol rydych yn ei rannu'n cael ei nodi a'i gadw yn y system EC drwy gydol eich astudiaethau. Sylwer: Os nad ydych yn clicio 'cyflwyno', bydd eich ffurflen yn weladwy i'r Coleg at ddibenion gwybodaeth yn unig, ac ni chaiff cais am estyniad neu eithriad ei ystyried.

Beth sy'n digwydd nesaf?

Unwaith byddwch wedi cyflwyno eich cais, bydd eich cais am amgylchiadau esgusodol yn cael ei adolygu mewn dau ddiwrnod gwaith (neu efallai'n hwy ar gyfer achosion mwy cymhleth), a byddwch yn derbyn e-bost gan y system i gynghori ar y penderfyniad cychwynnol ac unrhyw gamau gweithredu pellach y mae eu hangen i chi eu cymryd. Dyma'r penderfyniadau cychwynnol posib:

- **Derbyniwyd:** Cafodd eich cais ei gymeradwyo, a byddwch yn cael gwybod am ddyddiad cau newydd neu eithriad i'r gwaith fel sy'n briodol i'ch amgylchiadau.
- **Derbyniwyd yn amodol ar dderbyn dogfennaeth ategol:** Mae hyn yn golygu bod yr amgylchiadau rydych wedi'u disgrifio yn gymwys ar gyfer amgylchiadau esgusodol, ond bydd angen i chi lanlwytho dogfennaeth ategol er mwyn cymeradwyo eich cais am amgylchiadau esgusodol mewn adolygiad terfynol. Bydd estyniad neu eithriad i'r gwaith yn cael ei ganiatáu i ddechrau, ond os na fyddwch yn darparu dogfennaeth ategol mewn 10 diwrnod gwaith o'r cais am amgylchiadau esgusodol, bydd y penderfyniad yn newid i heb ei gymeradwyo, a bydd marciau'r aseiniad yn newid i sero.
- **Ni dderbynnir:** os nad yw eich amgylchiadau'n gymwys am EC, neu os ydych wedi cyflwyno cais y tu hwnt i'r 5 niwrnod gwaith o ddyddiad cau'r asesiad, ni chaiff eich cais ei gymeradwyo.

Ar ôl i chi dderbyn hysbysiad am y penderfyniad cychwynnol, byddwn yn dilyn hyn gydag e-bost personol o ran y cymorth a'r adnoddau rydym yn teimlo gallai fod yn ddefnyddiol.

Tynnu eich cais yn ôl:

Mae gennych yr opsiwn i dynnu eich cais am amgylchiadau esgusodol yn ôl ar unrhyw adeg, os nad oes angen y cais am addasiad arnoch mwyach, neu os nad ydych am i'ch gwybodaeth gael ei chadw yn y system EC. Drwy dynnu'r ffurflen cais am amgylchiadau esgusodol yn ôl, rydych yn cadarnhau nad ydych yn rhoi eich caniatâd i fanylion eich amgylchiadau gael eu nodi na'u rhannu, ac yn cadarnhau nad ydych am ddatgan amgylchiadau esgusodol i'r Gyfadran.

Mae hyn yn golygu eich bod yn cadarnhau nad oes angen yr estyniad neu'r eithriad ar gyfer y gwaith mwyach, ac rydych wedi cyflwyno'r gwaith ar y dyddiad cyflwyno cau gwreiddiol neu cyn hynny.

Unwaith y byddwch yn tynnu eich cais am Amgylchiadau Esgusodol yn ôl, bydd yr holl wybodaeth yn y cais yn cael ei dileu, ac ni fydd y Gyfadran yn gallu gweld y cais na'r amgylchiadau a nodwyd mwyach. Bydd tynnu eich cais yn ôl a dileu eich gwybodaeth yn cyfyngu ar y cymorth rydym yn gallu ei roi i chi, ac ni fyddwn yn gallu gweld na dosbarthu gwybodaeth am eich amgylchiadau a'ch anghenion i'r aelodau perthnasol o staff.

Gobeithiwn y bydd y canllaw hwn o gymorth mawr i chi. Os oes gennych gwestiwn neu adborth, e-bostiwch y Tîm Gwybodaeth a Phrofiad Myfyrwyr yn StudentSupport-ScienceEngineering@abertawe.ac.uk

Dolenni perthynol:

Canllaw EC Parhaus y Gyfadran: <https://myuni.swansea.ac.uk/college-of-engineering/coe-student-info/extcircs/continuousassessment/>

Polisi Amgylchiadau Esgusodol y Brifysgol: <https://myuni.swansea.ac.uk/academic-life/academic-regulations/aqs-policies/policy-on-extenuating-circumstances/>

Canllaw Amgylchiadau Esgusodol a Goblygiadau Ariannol:
<https://myuni.swansea.ac.uk/finance/money-campuslife/extenuating-circumstances/#bbq=on>

Adnoddau Lles a Chymorth:<https://myuni.swansea.ac.uk/support-wellbeing/>