

## Undergraduate Admissions

### Extenuating Circumstances notification

All completed forms should be uploaded to your applicant dashboard and should be accompanied by supporting evidence. Before completing this form and submitting your documents you should read the guidance on the [Extenuating Circumstances webpage](#).

This form is used by the Extenuating Circumstances panel to consider which measures, if any, may be most appropriate to apply in the assessment of your academic performance, in light of your specific circumstances.

**Please fully complete all sections of this form (A - H) before submission, including signature, dates and evidence.**

Once you have uploaded all the required documents, the extenuating circumstances panel will review your case based on the information you have provided and may request additional information where necessary.

**Please be aware that submitting an extenuating circumstances request does not guarantee that:**

- the University will make you an offer to study.
- your place will be confirmed should you not meet the exact conditions of your offer.
- any measures or additional leniency (such as deadline extensions) will be granted.

### Guidance for submission of supporting documentation

1. **All extenuating circumstances forms must be supported by written evidence from an appropriate, independent third party/authority** such as:
  - a) A detailed statement provided by your school/tutor.
  - b) A letter or report from a medical or health professional\*, including support workers, counselling services and social workers
  - c) A solicitor, court or tribunal office letter/statement
  - d) A police or fire officer report
2. **Evidence must cover the full period for which the applicant is submitting extenuating circumstances.**
3. **Evidence must demonstrate impact on academic performance.**
4. **Evidence must be provided in English or accompanied by a translation formally notarised by a solicitor.**
5. **All supporting documents must be on official letter-headed paper, signed and dated.**

The University recognises that it can be very difficult to be asked to submit evidence for very sensitive circumstances, such as a bereavement or being the victim of a crime. In such cases, the University may exercise discretion to suspend the need for formal evidence. However, the University retains the right to require the applicant to submit formal evidence to support their application.

\*Alternative therapies are not accepted.

### A. Personal details

Surname:

First name(s):

UCAS Personal ID:

Date of birth (DD/MM/YYYY):

Programme(s) applied to\*:

\* Please list all the courses to which you have applied at the University of Bristol.

### B. Nature of extenuating circumstances

Physical/Mental Health

Bereavement

Social/Personal/ Victim of a crime

Other: \_\_\_\_\_

### C. Reason for declaring Extenuating Circumstances:

Please tick which **ONE** of the following boxes is most applicable to you.

I am re-sitting my exams due to my extenuating circumstances and will be receiving my results late, as detailed in Section E.

OR

I believe my results may be late and I think my extenuating circumstances may affect the outcome, as detailed in Section D and E. I would therefore like to request consideration when reviewing whether my grades meet academic conditions/requirements (where possible and appropriate), in light of the specific circumstances detailed in this form and supporting evidence provided.

OR

I believe my results will be available on time, but I think my extenuating circumstances may affect my upcoming exams, as detailed in Section D and E. I would therefore like to request consideration when reviewing whether my grades meet academic conditions/requirements (where possible and appropriate), due to the specific circumstances and supporting evidence provided with this form.

OR

I have already completed my qualifications and can provide my final grades, but I believe my extenuating circumstances affected my academic performance, as detailed in Section D and E. I would therefore like to request leniency in the review of my achieved grades (where possible and appropriate) in light of the specific circumstances and supporting evidence provided with this form.

OR

I believe my extenuating circumstances directly affected my ability to sit/complete an admissions test (eg. UCAT, LNAT, Maths test, University of Bristol Supplementary Assessment Questionnaire), as detailed in Section D and E

### D. Please list the qualifications/examinations affected:

Module title, year of study and qualification	Date of exam
<i>Eg GCSEs and/or A Levels</i>	<i>21st May 2023</i>

--	--

**E. Applicant statement**

*Please use this section to tell us more about the circumstances you wish us to consider. If possible, please include specific dates/timings of events.*

*Please continue on Page 5 if you require more space.*

**F. Supporting Documentation ([refer to Guidance on Page 1 when completing](#))**

**All forms must be submitted with supporting documentation from an appropriate third party corroborating the information in the applicant statement.** (English translations of documents must be provided where necessary).

*Please briefly outline here what documents you have included.*

### G. Notification to exam boards

Most examination and assessment boards will have procedures in place to consider extenuating circumstances as part of the final grading of an award. We would expect all applicants to use such procedures where they exist.

#### Have you notified the relevant examination board of these circumstances?

YES

Date notified \_\_\_\_/\_\_\_\_/\_\_\_\_ (dd/mm/yy)

**Outcome:** *Please provide details of the adjustments/arrangements made by the exam board in recognition of your circumstances. If the outcome is not yet known, please provide details of when you expect to hear from the exam board.*

NO

**Reasons:** *Please provide the reasons for not notifying the exam board of these circumstances directly, including any evidence to support these reasons.*

### H. Applicant declaration

I agree to all of the following statements:

- i I confirm that the above statement is a complete and accurate record, and that no relevant information has been knowingly omitted.
- ii I consent to the storage of this information by the University of Bristol for the purposes of evaluating the application submitted by the aforementioned applicant.
- iii Any information I provide may be shared with the relevant faculty/department or student support services, should I enrol as a student at the University of Bristol.\*
- iv I understand that completing this form does not guarantee a particular outcome from the admissions team.

**Signature:**

**Date:**

\*All personal information supplied on this form will be held in accordance with the Data Protection Act 2018

Once fully completed, this form and any additional documents should be uploaded to your online applicant dashboard. Details on how to access your dashboard can be found in the acknowledgement email sent by us on submission of your UCAS application.

## **Applicant statement – additional sheet**

*Please feel free to continue writing in this section to tell us more about the circumstances you wish us to consider. If possible, please include specific dates/timings of events.*