

Extenuating Circumstances: guidance for applicants



If you are a prospective student applying to study at the University of Bristol and your education has been significantly disrupted through serious health or personal problems, you can apply for consideration of extenuating circumstances.

We cannot say in advance whether an application is likely to be successful or not on consideration of extenuating circumstances.

Submitting an extenuating circumstances form does not guarantee that the University will make you an offer or that we will accept you if you do not meet the conditions of your offer.

How to submit an extenuating circumstances form

Please complete the [Extenuating circumstances form \(23/24\)](#) and upload it to your University of Bristol applicant dashboard. We cannot accept this form and the required supporting evidence via email or from a third party and any circumstances submitted without this completed form will not be considered. It is the applicant's responsibility alone to complete this form and as much detail should be provided in the applicant statement as possible, including the relevant qualifications the applicant's extenuating circumstances have impacted (or may yet impact).

This means that we do not consider any extenuating circumstances which may be mentioned in the personal statement or academic reference included in the UCAS application.

We require **third party** evidence to support your statement on your extenuating circumstances form. Therefore, we do not consider supporting evidence from a family member or friend. We need to know how these circumstances have disrupted your education, so the best evidence to submit is a detailed statement provided by your school/tutor. This must be a letter headed document which has been signed and dated by a teacher/tutor from your school/college. We also accept evidence from a medical/health professional, but bear in mind that we require evidence of circumstances impacting your academic performance, which a doctor or other medical professional may not be able to provide. If you can only provide medical evidence, then this must also be a letterheaded document, signed and dated by a relevant medical professional.

Submitting an extenuating circumstances form alongside your application

A completed extenuating circumstances form should be submitted **within two weeks of your application**. You will receive an application acknowledgement email from Bristol once we have received your UCAS application. Contact us immediately at admissions-ugec@bristol.ac.uk if there will be a delay in submitting your extenuating circumstances form within this two-week period.

Applicants who submit an extenuating circumstances form **after an unsuccessful decision** has already been made on their application, can only be reconsidered if the form was submitted within two weeks of applying through UCAS (or if the applicant has already informed us of a delay before the deadline). Otherwise, we cannot reconsider an application. Applicants in this situation will need to email their form and supporting evidence to admissions-ugec@bristol.ac.uk as they will no longer have access to their applicant dashboard.

We only look at the extenuating circumstances you send us during the year that you apply. If you sent in extenuating circumstances for an application in a previous UCAS cycle, you would need to submit a new form for a new application. We will tell you if you need to re-submit further evidence.

All applicants will receive a confirmation email, once their extenuating circumstances have been assessed alongside their application.

Where evidence suggests that ongoing circumstances will affect both your studies and exam performance, these will also be taken into account on publication of examination results, should you receive an offer from Bristol.

When to submit an extenuating circumstances form after receiving an offer

If you wish to inform us of any extenuating circumstances after receiving an offer from Bristol, you can upload a form and supporting evidence to your applicant dashboard **two weeks before your exam results are published or by the 15th July 2024, whichever is sooner**.

We do not consider any extenuating circumstances after the publication of an applicant's examination results.

If you already submitted an extenuating circumstances form at the application stage, then you do not need to send us your form again after receiving an offer, unless you need to inform us of any changes/developments to your circumstances. If you do need to inform us of anything else, please upload further supporting evidence to your Bristol applicant dashboard.

If your extenuating circumstances do affect your exam performance, we will consider the information you have provided alongside your exam results if you narrowly miss the terms of your offer, and the University has places available. The submission of extenuating circumstances is not a guarantee of acceptance if you do not meet your offer conditions in full.

The assessment of extenuating circumstances

The information you provide on the form is confidential and is viewed alongside your application by a panel of three members of the undergraduate admissions team. It is used to help us assess your academic performance in light of your extenuating circumstances, if either your predicted or achieved grades are lower than our typical offer for the course(s) you are applying to at Bristol.

Therefore, we consider the effect of extenuating circumstances on your qualifications and/or your examination performance only.

We do not consider extenuating circumstances when assessing the rest of your application, such as the personal statement, reference, or any additional tests (e.g., UCAT or LNAT – see the relevant section below).

If you are applying with achieved grades which are below our published entry requirements, extenuating circumstances do not guarantee you an offer. If you are not resitting or taking an acceptable alternative qualification, we advise you to explain why on your extenuating circumstances form.

We do not make contextual or other lower offers in light of extenuating circumstances. If an offer is made, it will be at the standard level (or contextual level if you are eligible). If you do not quite meet the terms of your offer, we will consider your extenuating circumstances to determine whether we can accept you on to the course with lower grades.

Supplementary Assessment Questionnaire (SAQ)

We do not normally consider extenuating circumstances in relation to performance in the Supplementary Assessment Questionnaire (SAQ) which is an additional assessment method for some of our courses such as Veterinary Science.

In very **exceptional cases**, we may be able to consider extenuating circumstances, only where it is found that the circumstances have directly affected your performance in the SAQ or have directly affected your ability to meet the deadline. Please email us with further details at admissions-ugec@bristol.ac.uk so we can take a look and provide further advice before submitting an extenuating circumstances request.

Additional tests – e.g., UCAT or LNAT

We do not alter or lower the results of any additional test as part of a course selection process, such as the LNAT or UCAT in relation to reported extenuating circumstances. If you have any extenuating circumstances that may affect your performance in an additional test, please inform the relevant test centre if you need to reschedule a test for any reason e.g., illness. Where LNAT / UCAT have granted an authorised re-sit owing to your extenuating circumstances reported to them, we will accept these test results. Any leniencies or mitigations afforded to the applicant in light of their extenuating circumstances are granted by the external test provider.

We do not normally consider extenuating circumstances relating to additional tests submitted directly to us by an applicant, nominated contact or school.

However, in very **exceptional cases**, we may consider extenuating circumstances for additional tests, only where it is found that the circumstances have directly affected your ability to take the test and only if you are unable to resit. Please email us with further details at admissions-ugec@bristol.ac.uk so we can take a look and provide further advice before submitting an extenuating circumstances request.

Interviews at Bristol

We do not consider extenuating circumstances in relation to interview performance. If you have not been able to attend an interview due to extenuating circumstances, we would encourage you to rearrange a new interview date as soon as possible. We cannot guarantee that you will be offered another interview.

Examples of extenuating circumstances

Any circumstances deemed of a serious nature may be considered when assessing an applicant's relevant qualifications. Examples include bereavement, severe illness or an abrupt change in circumstances which may affect, or have affected, learning and/or examination performance. While we appreciate the significant disruption caused by COVID-19 in both the 2019/20 and 2020/21 academic years, we expect this to be considered in schools and through exam boards. At university level, we will consider disruption which has been significant and personal to the individual applicant, in line with the examples above.

If extenuating circumstances relate to teaching issues or an event which impacts multiple students during an examination, please let us know in the extenuating circumstances form if the examining body has been informed.

If you have declared a disability on your UCAS application, the admissions team will not be aware of this. This section of the application form is only considered by the Disability Services team once a student enrolls at Bristol. If you wish for any disability or specific educational difficulties to be considered as extenuating circumstances alongside your qualifications and/or exam results, please complete the Bristol extenuating circumstances form.