**Exceptional Circumstance (EC) Review Request**

Before completing this form, please ensure you have read the information in section 6 of the [EC Procedure](https://www.canterbury.ac.uk/quality-and-standards-office/regulations-policies-and-procedures/regulation-and-credit-framework/assessment-procedures.aspx) that explains the requirements for using the Review process. If you would like to seek support in making your Review request, you can contact the CCSU Advice Centre ([advice@ccsu.co.uk](mailto:advice@ccsu.co.uk)).

To request a Review, you will need to submit:

1. Your completed Review Request form; *and*
2. A copy of the relevant EC decision communication; *and*
3. Evidence which demonstrates your reason for raising this Review request.

to [exceptionalcircumstances@canterbury.ac.uk](mailto:exceptionalcircumstances@canterbury.ac.uk) **within 10 working days of the date you receive the EC decision.**

**It is important you complete Sections 1-4, and 6 in all cases**; Section 5 is to be completed only if your request is being submitted late.

**Section 1:** Personal details

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| --- | --- | --- | --- |
| **First Name** |  | **Last/Family Name** |  |
| **Student ID Number** |  | **Course of Study** |  |

**Section 2:** EC decision information

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| --- | --- | --- | --- |
| **Who was the decision received from** |  | **Type of EC request submitted** | Self-Certification  Evidence-Based Extension  Impaired Performance |
| **Date EC request submitted** |  | **Date of EC decision** |  |
| **Details of decision received** |  | | |

**Section 3:** Please confirm which Ground(s) you wish your Review considered under:

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| There is evidence which demonstrates the processing and/or decision-making for the request was not undertaken in line with the EC Procedure |
| There is new evidence available which could not reasonably have been provided at the time of submitting the request, and which may have had a material impact on the decision reached on the request |

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| Please provide details of why you are requesting the Review, including how the issue(s) meets the relevant Ground(s), and how the evidence supports the issues you wish to raise |
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**Section 4:** Review request statement

***Section 5:*** *Late requests only*

If your request is being submitted more than 10 days after the EC decision,you must provide details of why you could not have submitted within the required timeframe. This reason will then be considered, and you will receive a decision about whether it is possible to consider your Review request, despite its late submission. *If your request is received after the (re)assessment in question has been presented to a Board of Examiners, it will not be possible to consider the request.*

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| Please explain why your request could not reasonably have been submitted within the required 10 days of your EC decision (and where appropriate, how your evidence supports this reason) |
|  |

**Section 5:** Confirmation Statement

I confirm that I have read and understood the University’s EC Procedure and that the information contained in (and provided with) this form is, to the best of my knowledge, correct.

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| --- | --- | --- | --- |
| **Electronic Signature:** |  | **Date:** |  |