

What are Exceptional Extenuating Circumstances (EECs)?

We know there can be circumstances out of your control - a bereavement or hospitalisation for example - and when this happens, the EEC process may allow you to sit a fresh assessment at the next submission point. You'll need to submit evidence from a professional person with your application.

The most important thing to remember is **you still need to attempt your assessment (presentation/exam/coursework)**. If your EEC is approved, you'll normally be offered the opportunity to sit a fresh assessment at the next submission point.

What does the EEC option cover?

Here are some circumstances that the EEC option covers.

- Bereavement
- Unexpected carer responsibilities
- Hospitalisation
- Sudden return home (abroad) following a family emergency
- Mental illness

For examples and details of what evidence can be provided for these, please visit our [example pages](#).

What does the EEC option not cover?

Here are some circumstances that the EEC option doesn't cover

- Lack of time management
- A student's failure to organise their time appropriately
- Circumstances for which a student has had ample opportunity to plan
- Technical failures of computers/equipment
- Negligence or carelessness by the student
- Circumstances already addressed in a student's support plan
- Circumstances which a student didn't disclose at the appropriate time (unless the student were unable to do so e.g. hospitalisation)

- If you have an on-going disability or medical condition and you have a support plan, you won't be covered by the EEC process unless it is above and beyond what your support plan covers. If you don't yet have a support plan for your condition, please get in touch with the Top Up Zone on 01298 330905/6 or email topup@derby.ac.uk

If you're struggling with your time management, you can speak with our Study Coach by completing the emailing support@blc.ac.uk

What do I need to do?

Step 1

You'll need to download the EEC form from the policies and procedures link within your handbook and complete ALL the required information

Form to be either electronically or personally submitted to your subject Tutor prior to the assessment deadline.

Remember to highlight in your application how your circumstances have impacted on your studies/assessment.

Step 2

Applications can only be taken up to 7 days after the assessment date only if you have a good reason for the delay and you must state this in this application. All applications will be by passed to your personal tutor for consideration and recorded on your Individual Learning Plan.

Step 3

A retake may be allowed in exceptional circumstances. If you have had one authorised resubmission but have still not achieved the Pass criteria you may be allowed one retake. This will need to be authorised by the Lead Verifier. If authorisation is given, you will be given a new assignment task, with a new deadline date, for which you can only achieve a Pass grade.

If your EEC is declined your application has not been successful on this occasion. If you have concerns regarding the outcome you should seek advice from your personal tutor. The grade from any work submitted by the deadline date will stand. If no work was submitted the grade will be input as a non-submission.

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This policy will be reviewed every 12 months -June meeting of the FE Quality Enhancement Committee

