



Extenuating Circumstances Form

This form must be completed if you are claiming Extenuating Circumstances.

Please return the completed form to your School’s General Manager or for Doctoral students, the Head of Research Programmes (see 4.1 of Extenuating Circumstances Policy) within **24 hours of the deadline for your examination/assessment**. If your examination/assessment is on a Friday, the form will need to be submitted by 17.00 hours the following Monday.

If you cannot submit original documentation in support of your claim, photocopied or scanned documents will be accepted

Claims that do not include relevant information or documentary evidence, or that are submitted late without a valid reason, will not be considered. All claims are dealt with on a case-by-case basis. The Royal College of Art reserves the right to reject a claim, at its discretion. All information submitted for a claim of extenuating circumstances will be treated as confidential.

Before completing this form, please ensure you have read the [Extenuating Circumstances Policy on the RCA website](#).

Surname:	First Name:
Student ID:	Email address:
Programme:	

Please list all the units for which you are submitting a claim of Extenuating Circumstance:

Unit title	Tutor	Exam/Assessment affected	Date of Exam/Assessment

Please complete the following information by ticking the appropriate box and completing the related columns.

Type of supporting evidence	Write X next to the type of evidence	Date evidence covers (from and to)
Doctor’s note/ other medical evidence		
Police letter or form		
Death certificate		
Other		

Please explain how your circumstances have affected your studies and ability to complete your exams/assessments:

If you are submitting your claim after the deadline, please indicate the reason for not having submitted on time. Documentary evidence should be provided:

What outcome are you seeking from this claim?

I confirm that the above information is true and correct:

Signature:

Date:

Please return this form to your School General Manager, or for Doctoral students the Head of Doctoral Programmes.

Email addresses:

School of Architecture: soa-ec-applications@rca.ac.uk

School of Arts & Humanities: zoheir.beig@rca.ac.uk

School of Communication: dieudonnee.burrows@rca.ac.uk

School of Design: dieudonnee.burrows@rca.ac.uk

Research Office: research@rca.ac.uk