Academic and Governance Services

University of Reading

EXCEPTIONAL CIRCUMSTANCES OUTCOME APPEAL

To request a review of the outcome of an Exceptional Circumstances Form (ECF) which was considered by either the School Director of Academic Tutoring (SDAT) or the University Standing Committee on Special Cases (USCSC), you must complete this form and email it to ecfappeals@reading.ac.uk within **five working days** from the date you were sent the notification outcome of your ECF.

New evidence

If you have new evidence which you were not able to submit by the original deadline, you may submit the new evidence to the Support Centre, Henley School Office or ISLI (as appropriate) which should normally be within 10 working days of notification of the decision, together with an explanation as to why the evidence could not be submitted by the original deadline and you **do not** need to complete this form.

If you have new evidence outside of the 10 working days following notification of the ECF decision, then you should complete this form together with an explanation as to why the evidence could not be submitted by the original deadline.

Your details and ECF details

PERSONAL DETAILS AND ECF DETAILS			
Surname:	Click here to enter text.	Forename:	Click here to enter text.
Student number:	Click here to enter text.		
Email address:	Click here to enter text.		
Degree Programme:	Click here to enter text.	Part (1/2/3/4/PG):	Click here to enter text.
ECF no. being appealed and relevant assessments:	Click here to enter text.		
If relevant, have you now submitted any of these assessments and on what date/time?:	*(Please also include a copy of any submission receipts with your appeal, if you have any)* Click here to enter text.		
What outcome are you now seeking from your appeal?:	*(e.g. extension to xx date, or, removal of late penalty)* Click here to enter text.		

Advice

If you are considering requesting a review of the outcome of an ECF, it is advised that you consult a Student Advisor in [Reading Students' Union](#) (RSU).

Grounds for requesting a review of the outcome of your ECF

Please note that your appeal will only be considered based on one or more of the following grounds. You should tick/highlight the grounds which you believe to be relevant:

☐ 1. The procedures for considering an EC request were not properly followed;

☐ 2. The decision reached, or the outcome, was unreasonable;

☐ 3. The request was not properly considered, for example, relevant information included was overlooked;

☐ 4. I was not given reasons for the SDAT/USCSC's decision;

☐ 5. I have new material evidence which, for good reason, I was unable to submit earlier in the process and which is relevant to the outcome of my ECF;

☐ 6. There was a reasonable perception of bias during the consideration of, and/or decision on, the ECF request.

YOUR STATEMENT
In this section, please outline the reasons why you are requesting a review of the outcome of your exceptional circumstances request. You must provide a clear and detailed account with supporting documentation regarding the appeal ground(s) you have indicated above. It may be helpful to include a timeline of the events and the impact on the assessment(s).   This may be submitted as an attachment to this form.
Click here to enter text.   Click here to enter text.   Click here to enter text.   Click here to enter text.

STUDENT CONSENT TO THE UNIVERSITY OF READING
The information which I have provided regarding my exceptional circumstances appeal is correct and complete to the best of my knowledge. I give my consent for this information to be disclosed to the relevant Examiners and officers of the University who are responsible for considering my case or responsible for supporting any outcome. I also understand that this appeal will be kept on my University record and may be referred to at any subsequent examiners' meetings.   **Note: fraudulent claims for exceptional circumstances are taken extremely seriously by the University, will be investigated, and could result in your removal from the University.**

Signature of Student: Click here to enter text.	Date: Click here to enter text.