

Why did you not submit an exceptional circumstances claim in relation to these circumstances within one week of your assessment deadlines?

This is a very important question. If you do not have good reason for failing to disclose your circumstances at the time, your appeal will not be upheld on the basis of exceptional circumstances.

What is a 'good reason' for not submitting your exceptional circumstances earlier?

Examples of 'good reasons' (which must also be clearly evidenced):

- A genuine medical emergency which would have clearly prevented you from submitting an exceptional circumstances claim, such as hospitalisation;
- Severe issues outside your control which meant you were unavoidably prevented from submitting an exceptional circumstances claim.

Examples of reasons which are not considered to be 'good reasons':

- A belief that the University would not take your concerns seriously;
- Ignorance of the exceptional circumstances procedures;
- Believing or hoping that you would do well enough in the assessments not to need exceptional circumstances;
- General embarrassment / a reluctance to disclose your circumstances.
- Wanting or hoping to succeed in your assessments/examinations without relying on the exceptional circumstances procedures;
- Deciding not to disclose your circumstances because you wanted to demonstrate that you could succeed without help.
- That you belong to or grew up in a culture in which problems are not openly discussed or disclosed to others. *This is not accepted as a good reason for non-disclosure of exceptional circumstances because it would be unjust to accept claims from some students but not others on the basis of assumptions about cultural norms based on a student's nationality, ethnicity or religious faith. The University does not discriminate against students on the basis of nationality, ethnicity, faith or any other protected characteristic under the Equality Act 2010.*

If you make a conscious decision not to submit an exceptional circumstances claim at the appropriate time, you have chosen to accept the risk of failure or poorer performance. The University will expect you to accept the responsibility for having taken that risk and to accept the consequences, as demonstrated by the examples in the boxes outlined above.

Many appeals are rejected on the basis that the student does not have good reason for failing to have submitted an exceptional circumstances claim to their department at the time of the assessment they now believe has been affected.

Evidence : The evidence you submit with your appeal should, if at all possible, demonstrate that you could not have submitted an exceptional circumstances claim at the appropriate time. If the evidence can address this directly that would be ideal - or if not, it could make some reference to your ability to address your academic studies or some other related issue. If in doubt about this, contact asc@yusu.org (for undergraduates) or advice@yorkgsa.org (for postgraduates).

If you do not have good reason for failing to submit a claim at the appropriate time, it is highly unlikely that your appeal will be upheld. You may therefore wish to consider whether or not you still wish to continue with the appeal process.