

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':

- 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;
- The Covid-19 situation prevented you from submitting a claim.

In all these cases you should provide a full explanation of the circumstances - including in cases where Covid-19 prevented you from submitting a claim - but will not be required to provide evidence to demonstrate these circumstances.

Whilst you should not approach a medical practitioner solely to provide evidence to support your appeal at this time, due to the Covid-19 situation, if you have existing evidence (for example, if you have obtained evidence in support of a previous exceptional circumstances claim) it is helpful if you provide this with your appeal.

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.
- 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 : Due to the current Covid-19 situation, you should not contact a medical practitioner solely for the purpose of obtaining evidence in support of your case. If you already have evidence that you have obtained previously, it is helpful if it demonstrates that you could not have submitted an exceptional circumstances claim at the appropriate time. If the evidence addresses this directly, that is ideal. If not, it may 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.