

Supporting Evidence Guide

For academic appeals



Are you appealing on the grounds of extenuating circumstances?

If you are appealing on the basis of Extenuating Circumstances (ECs) that impacted you in assessments earlier in the year, then you must have a good reason to explain why you did not submit an EC claim (for taught students) or why you did not raise this to your Principal Supervisor or Director of Postgraduate Research (for postgraduate researchers) at the time and before your results were released.

The evidence you submit to support your appeal must include why you were not able to engage with the EC process at the relevant time, as well as providing evidence of the circumstances that you experienced.

If you are appealing on the basis that you submitted an EC claim on time, but this was rejected, your appeal will be considered at the Review Stage of the appeal procedure. The evidence you submit must support why you were unable to provide relevant evidence with your initial EC request.



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What is Fit to sit / fit to submit

When you attend an examination or submit a piece of coursework, you declare yourself to be fit and well enough to participate in the assessment process.

This is commonly referred to as a 'fit to sit / submit' approach.



Appeal Evidence Guide

All evidence should confirm the impact of your diagnosis / condition / issues on your ability to complete your assessments on / by the due dates and your ability to engage with the Extenuating Circumstances process at the time you took the assessment.

Category	Types of Evidence
Bereavement and / or Anticipatory Grief	<ul style="list-style-type: none">• Death certificate• Funeral details – e.g. from funeral home, crematorium• Death announcement – e.g. via letter, via text, on social media• Medical documents – e.g. record/letter detailing diagnosis• Communication regarding diagnosis/illness – e.g. stream of messages over a period of time

Category	Types of Evidence
Unexpected health issues	<ul style="list-style-type: none"> • Doctor's fit note / letter • Support letters from other healthcare professionals • Medical / hospital records • Imaging / test results • Medication information detailing side-effects • Medical treatment schedules (e.g. of chemotherapy) • Communication regarding reasonable adjustments not being able to be put in place.
Caring responsibilities	<ul style="list-style-type: none"> • Medical information relating to friend / family member, such as: <ul style="list-style-type: none"> • Doctor's note/letter • Support letters from other healthcare professionals • Medical / hospital records

Category	Types of Evidence
Caring responsibilities (continued)	<ul style="list-style-type: none"> • Information relating to additional non-medical caring responsibilities, such as: <ul style="list-style-type: none"> • Correspondence with Social Services and/or other health and social care organisations • Court documentation regarding legal guardianship etc • Communication regarding arrangements for additional caring responsibilities – e.g. stream of messages over a period of time • Communication regarding sudden breakdown of planned childcare arrangements – e.g. timestamped emails / messages
Major personal incident / difficulties	<ul style="list-style-type: none"> • Correspondence from bank and / or financial organisation • Communication with Finance, Student Life or other University team regarding financial and / or accommodation situation • Correspondence from accommodation provider / landlord • Official documentation pertaining to separation / divorce / custody arrangements.

Category	Types of Evidence
Major personal incident / difficulties (continued)	<ul style="list-style-type: none"> • Correspondence with Social Services and / or other health and social care organisations • Correspondence with organisations and / or charities which support serious and complex personal circumstances • Incident report from police or other crime / security agency and / or crime number • Medical / hospital records • Doctor's fit note / letter • Support letters from other healthcare professionals
Infrastructure failure	<ul style="list-style-type: none"> • Notifications from service providers detailing the nature, location and timeframe of the power / systems outage • Notifications and / or responses to raised tickets from the University's IT Services, or related teams

Category	Types of Evidence
Infrastructure failure (continued)	<ul style="list-style-type: none"> • Correspondence with, or statement from, member of academic staff (e.g. module tutor, programme leader, supervisor) acknowledging unforeseen / unavoidable challenges experienced by the student • Communication / notifications regarding weather warnings, travel advisories and / or travel disruption (e.g. screenshot of train/bus cancellations)
Public/Civic Duties	<ul style="list-style-type: none"> • Jury summons form or jury service confirmation letter. • Court summons • Correspondence confirming required role in a court case or tribunal
Professional commitments	<ul style="list-style-type: none"> • Correspondence detailing unavoidable change in working hours/ shift pattern • Communication from employer and/or government agency detailing requirements of relevant critical service workers (e.g. due to national emergency) • Correspondence and / or contract regarding participation in international sporting and / or cultural event, including dates / schedule of activities and student's role and professional commitments as part of the event(s)

Category	Types of Evidence
Academic related	<ul style="list-style-type: none">• Correspondence with, or statement from, member of academic staff (e.g. module tutor, programme leader, supervisor) acknowledging unforeseen / unavoidable challenges experienced by the student• Correspondence demonstrating gap in supervisory arrangements• Examples of the communication of incorrect assessment information / documentation

Withdrawal of 'fit to sit / submit' declaration

When you attend an examination or submit a piece of coursework, you declare yourself to be fit and well enough to participate in the assessment process. This is commonly referred to as a 'fit to sit / submit' approach.

The University recognise there may be an occasion where you wish to withdraw your 'fit to sit / submit' declaration. This may be because you were too ill to make a rational judgement or believe you would not have a further opportunity to take the assessment due to pregnancy, a deteriorating health condition or visa issues. Students may also face financial or employment impact by delaying completion or fall ill part way through an exam.

In exceptional circumstances, you can appeal on the grounds of extenuating circumstances to withdraw your 'fit to sit / submit' declaration but you must provide evidence to support the request.

Guidance on what types of supporting evidence can be used for these types of circumstances can found on the next page.



Withdrawal of ‘fit to sit / submit’ declaration

Category	Types of Evidence
<ul style="list-style-type: none"> • Sudden physical illness and / or mental health crisis occurring during an exam / assessment which renders the student unable to complete the activity despite initially declaring themselves ‘fit to sit / submit’ • Acute mental health crisis and / or psychotic episode occurring during an exam / assessment meaning that the student was likely not of sound mind and / or sufficiently healthy to have consented to being ‘fit to sit / submit’. 	<ul style="list-style-type: none"> • Incident report from a University team (e.g. Security, Exams, Mental Health, Student Life) • Invigilator’s report • Doctor’s note / letter • Support letters from other healthcare professionals (e.g. psychiatrist, counsellor) • Medical / hospital records