**Guidance Notes**

*When we will consider taking circumstances into account*

If an initial assessment of your application shows you are eligible for an offer we will process a standard offer without taking into account your extenuating circumstances.

If an initial assessment of your application shows you are not eligible for an offer, and you ask us about taking extenuating or mitigating circumstances into account (or extenuating or mitigating circumstances are identified in your personal statement) we will ask you to get **your UCAS referee to fill in this form and return it to us**.

If you are already holding a conditional offer with us, and you want us to consider any extenuating or mitigating circumstances in relation to your final achievement, we will ask you to get **your UCAS referee to fill in this form and return it to us.**

*Deadline for returning the form*

At the initial offer-making stage, if this form is not fully completed and returned within the deadline set, we cannot guarantee to take your circumstances into account when making our decision about whether to make you an offer. The deadline will be listed in the email sent to you with this form as an attachment.

At the confirmation stage (ie after A Level results are released), if this form is not fully completed and returned before we receive your exam results we cannot guarantee to take your circumstance into account when making our decision about whether to accept you if you miss the terms of our original offer.

*How to return this form*

This form should be hand-signed and returned to us either as a scanned-copy via email **from the referees email address** or by post in which case the **school/college stamp** should be added.

Email address: ug-ad@exeter.ac.uk (for Penryn Campus, Cornwall applicants please send to ugadmissions-cornwall@exeter.ac.uk)

*Ongoing support*

If you are successful in gaining a place to study with us and would benefit from ongoing support as a consequence of the extenuating or mitigating circumstances you have encountered, support is available from our Wellbeing Services team. Further information is available via [www.exeter.ac.uk/wellbeing](http://www.exeter.ac.uk/wellbeing).

**To be completed by UCAS referee**

**1. Personal Details**

Please complete the applicant’s details in full below

|  |  |
| --- | --- |
| First name |  |
| Last name |  |
| UCAS Personal ID |  |
| Date of Birth |  |
| Programme(s) applied for |  |

**2. Qualifications Affected**

Please fill in the table below to show which parts of the applicant’s study were affected by extenuating circumstances

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Qualification | Subject | Details of area of study/Module(s) affected | Grade(s) that you feel would have been achieved without the extenuating circumstances | Are you expecting the Exam Board to take full account of these circumstances |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**3. Details of Extenuating Circumstances**

Please use this box to explain the extenuating circumstances the applicant encountered. Additional evidence can be attached or forwarded to us.

|  |
| --- |
|  |
| Please tick this box if additional evidence is attached |  |
| Please tick this box if additional evidence is to be sent later |  |

**4. Referees Declaration**

Please sign and date below to confirm that the information declared on this form is true, complete and accurate.

|  |  |  |  |
| --- | --- | --- | --- |
| FULL NAME |  | JOB TITLE |  |
| EMAIL ADDRESS |  |
| SIGNATURE |  | DATE |  |