



User Guide

Extenuating Circumstances System

Access, Create and review your Extenuating Circumstance Requests

Extenuating Request System Student Guide

This user guide is divided into sections [Accessing the System](#), [Create your request](#) and [Reviewing](#) an Extenuating Circumstances Request and designed to support students.

You should keep working on your assessment and submit any work you have completed by your assessment deadline, while the decision is being made on any extenuating circumstances request.

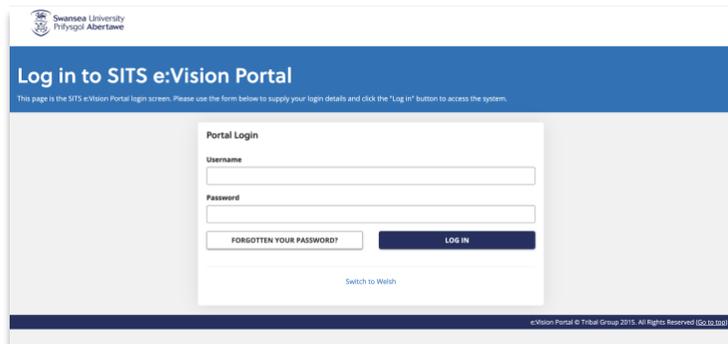
Accessing the Request

1. Logging in

Access the system via MyApps or at: <https://evision.swan.ac.uk/>

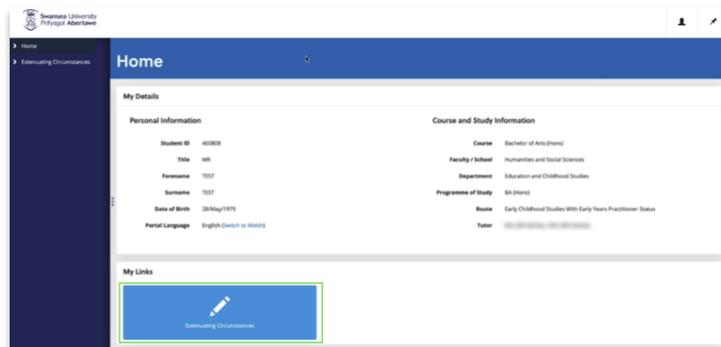
Log in using student number and student password.

Enter your credentials and click **Login** to start the application.



2. Student Details Page

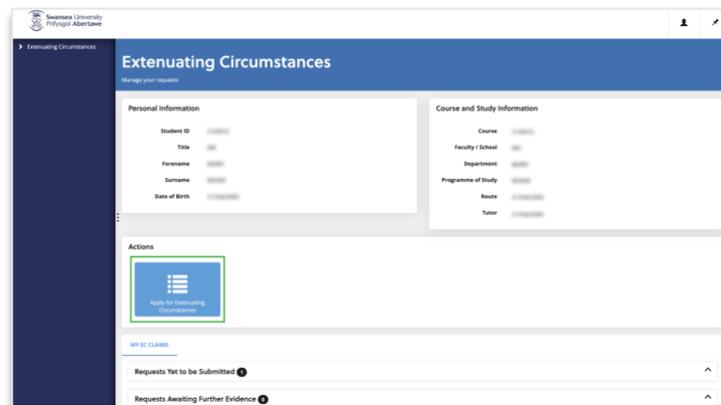
From the Student Details page, click **Extenuating Circumstances** to move to Extenuating Circumstances Home page.



3. Extenuating Circumstances Home

You are now at the Extenuating Circumstances System.

Click **Apply for Extenuating Circumstances** to start the application



Create your Request

Step 4 Student Guidance

You need to confirm if you have received advice and guidance before starting a request.

Advice and guidance can be found at: [Myuni Extenuating Circumstances](#)

Click **Next** to continue your application.

The screenshot shows the 'Student Guidance' step (Step 1 of 5) of the Extenuating Circumstances application. It includes a 'Guidance Declaration' section with the following text: 'Where can I get advice on submitting extenuating circumstances requests?' followed by a link to 'The University's full Policy on Extenuating Circumstances'. Below this is a 'Submission of evidence of extenuating circumstances to the University' section with a warning that requests without independent evidence are unlikely to be accepted. A dropdown menu is labeled 'Confirm With to Delete *' with the option 'Yes, I have received guidance from Student Services and/or Student Union.' There are 'EXIT' and 'NEXT' buttons at the bottom.

Step 5 Select Module

Review and select the relevant modules to view assessments. If you cannot see your module or assessment, you can add information in the next screen.

Click **Select Assessments**

The screenshot shows the 'Select Assessments' step (Step 2 of 5) of the Extenuating Circumstances application. It features a table with columns for 'Module', 'Module Name', 'Summary', and 'Select'. The table lists several modules such as 'PSY100 Academic Skills and Foundational Concepts in Statistics and Research Methods' and 'PSY111 Professional Development and Applications of Statistics and Research Methods'. Each row has a 'SELECT ASSESSMENTS' button. A yellow warning banner at the top states: 'If the assessment you wish to make a request against is not listed below please add it in the next screen under the Summary section.'

Select Assessments

A popup window will show your assessments, please add details of the impact and finally click the checkbox to confirm assessment selection.

Click **Add to request** and **Next** to continue your application.

The screenshot shows a popup window titled 'Select Assessments' with a 'Select Assessments Table'. The table has columns for 'Sequence', 'Type', 'Weighting', 'Attempt', 'Impact', 'Name', 'Original Due Date', 'Outcome', 'Revised Due Date', 'Linked to Request', and 'Select'. The table contains three rows of assessment data. The 'Impact' column has a dropdown menu with 'Please Select' and a 'Please Select' button. At the bottom of the popup are 'CANCEL', 'REMOVE FROM REQUEST', and 'ADD TO REQUEST' buttons.

Sequence	Type	Weighting	Attempt	Impact	Name	Original Due Date	Outcome	Revised Due Date	Linked to Request	Select
001	ONW	50	1	Please Select	Spring quizzes				No	<input type="checkbox"/>
002	ATTENDANCE	10	1	Please Select	Attendance				No	<input type="checkbox"/>
003	PORTFOLIO	40	1	Please Select	Academic skills portfolio 2000 words				No	<input type="checkbox"/>

Step 6 Description

Add additional details to support your request here. If your assessment was not shown in the previous screen, you can add assessment details in the **Summary** section.

Click **Next** to continue your application.

The screenshot shows the 'Description of the Extenuating Circumstances' form. It includes a 'Summary' section with a text area, a section for 'How have these circumstances affected the assessment?', and a 'Nature of the circumstance' section with radio button options: Medical Condition (Physical), Medical Condition (Mental Health), Infectious Disease, Bereavement, and Personal / Family Circumstances.

Step 7 Evidence

Add any evidence to support your request. Check our list of [supporting evidence](#) if you need more information.

A request needs relevant evidence to be approved.

Click **Next** to continue your application.

The screenshot shows the 'Evidence' form. It features a yellow warning banner about uploading evidence within 5 working days. Below is a table for 'Upload Supporting Evidence' with columns for 'Document' and 'Action'. A 'BROWSE AND UPLOAD EVIDENCE' button is highlighted. At the bottom, 'BACK', 'SAVE & EXIT', and 'NEXT' buttons are visible.

Step 8 Summary and Confirmation

Review or amend your request and agree to the declarations to submit the request.

Click **Submit for Approval** to complete your request.

After you submit you will receive an email confirmation showing an EC number.

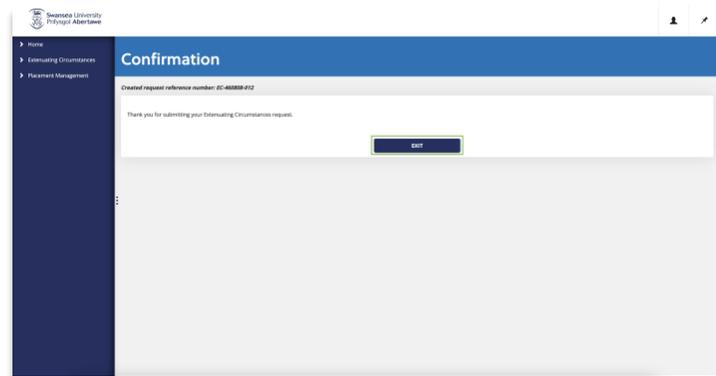
The screenshot shows the 'Summary and Confirmation' form. It displays student details (Student ID: 1903247, Official Name: Jessica Lynn Bennett, Course Name: Bachelor of Science (Hons), Faculty: Science and Engineering). It includes sections for 'Description of the Extenuating Circumstances', 'Assessments Affected' (with a table for assessment details), 'Evidence', and 'Confirmation'. A 'SUBMIT FOR APPROVAL' button is highlighted.

Module	Name	Assessment	Assessment Title	Assessment Type	Assessment Weighting
PST100	Academic Skills and Foundational Concepts in Statistics and Research Methods	SE1	5 progress quizzes	Online Class Test	50

Confirmation Screen

On submission an EC-xxxxxxx number will be shown, and you will receive an email receipt stating this number.

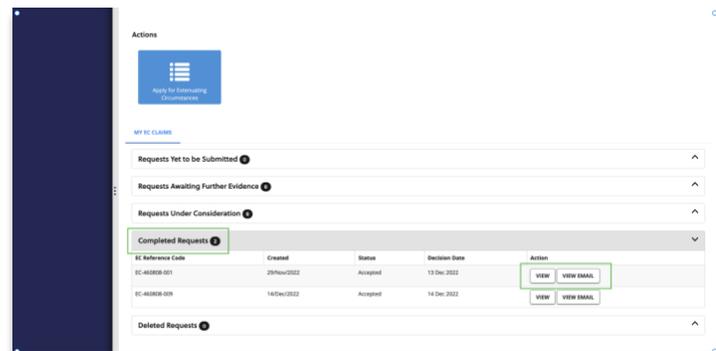
You should keep working on your assessment and submit any work you have completed by your assessment deadline, while the decision is being made on any extenuating circumstances request.



Reviewing your Requests

All your requests are shown under **My EC Claims** on the Extenuating Circumstances Home page. You view your requests at all stages including completed, in progress and more by expanding the headings.

If you decided to Save and Exit at any point during a request, this is where those requests will be shown.



Help and support

Further information can be found on the Extenuating Circumstances process and available support here: [MyUni Extenuating Circumstances](#). This page also contains contact details of your Faculty Support Team.

We understand that you may be experiencing circumstances that require additional support from outside of the Faculty. Student Services can offer a range of different support, including wellbeing, inclusive learning support, money advice and more. Please find further guidance on the website, along with contact details for these teams here [Student Services - Swansea University](#).