How to write Exceptional Factors

# Who is this sheet for?

This sheet can help with writing statements for:

* Exceptional Factors submitted around the time of assessment
* An Academic Appeal based on Exceptional Factors
* Requests to Student Finance England for Compelling Personal Reasons

# What are you trying to explain?

The university/decision maker looks for you to explain:

* A **severe** situation,
* Which was **unexpected and unpreventable**,
* Which was happening at the time of the assessment (**relevant)** *and*
* Is supported by evidence (**corroborated**)

# How do you structure this?

We generally suggest that the main body of your statement needs to cover:

* **What** happened – we would normally expect this to be a few sentences/a paragraph
* **How** this affected your ability to study – we would normally expect this to be at least one paragraph
* **When** this affected you – we would expect this to be included within the previous paragraphs – the university will particularly want to see the Factor associated with an assessment (“this was three days before my exam”)

You may need to do this several times if you have multiple Exceptional Factors for the panel to consider.

# Introduction/Conclusion?

You may need to include a short introduction/conclusion explaining what you want. For example:

## Introduction

*I am writing to ask that you consider the following Exceptional Factors/Compelling Personal Reasons which occurred in April 2018 around the time of my Introduction to Mathematics exam.*

## Conclusion

*I hope you can take this information into account to allow me to re-sit as if for the first time/give me another opportunity/grant me an extension/award funding for 2018-19.*

# Example

This is an example statement for **exceptional factors**:

*I was involved in a car accident on 10th January. I suffered a broken arm and was in a cast until mid-March. I had coursework due in on 27th February. I had further physiotherapy sessions until mid-May.*

*During January and February I was in a cast which caused me to struggle with taking notes or using a computer – I was a lot slower than normal. I was also on strong painkillers for most of January and early February which left me drowsy and struggling to concentrate. Most of the lectures associated with the coursework were in January and the coursework title was only released in the middle of the month.*

*As lectures for the unit were in the morning, the drowsiness of the painkillers and my mobility issues meant I struggled to attend. When I did attend I could not take notes easily and was struggling to concentrate. I continued to struggle with typing throughout February when I should have been writing up the coursework. I found it painful to type for long periods, even with medication, so it took me much longer than usual and I also made mistakes more easily. I had to take rest breaks and prop up my arm to prevent it from swelling up. My sleep was also affected as I often woke in the night if I’d moved my arm in a painful way. This meant that I frequently felt exhausted which affected my ability to concentrate and think clearly.*

*As a result I was not able to perform to my usual standard in my coursework. I lacked the knowledge base due to missing some lectures and not being able to take comprehensive notes when I attended. Because it took me much longer to type than usual, this meant that I could not spend as long as usual looking over my work and making changes for the final draft. The last section was particularly rushed as I had no time to check through it – I just had to submit what I could to meet the coursework deadline. Unfortunately this meant that I didn’t receive a pass mark and am due to re-submit the assignment during the Summer re-sit period which will be capped at 40%.*

*I would be grateful if you could consider the above information and allow me to re-sit my exam without a 40% cap.*

# EVIDENCE TO INCLUDE

This will depend on your case. For the above example, medical evidence would need to be included such as a hospital letters, GP letter regarding medication and physiotherapist’s letter.

Evidence should include specific dates and needs to be as detailed as possible.

# Is there anything specific to the case that the adviser suggested?

2/1/19