Guidance on medical letters when claiming for extenuating circumstances

If you wish to claim extenuating circumstances on illness/health grounds you will need obtain suitable evidence from a GP, consultant, or otherwise suitably qualified medical professional.

It will improve the chances of an extenuation claim being accepted if the following information can be included in any letter from a medical professional that you submit with your claim.

For long-term health conditions, it is still possible to claim for extenuating circumstances, but it can be more difficult as the University expect you to obtain appropriate support from the Disability and Dyslexia Team (DDT). It is still possible to claim for extenuating circumstances for a long-term condition if there has been an **unforeseeable and unpreventable increase in the severity of a condition that is usually manageable.** This can also be described as a **flare-up of the condition.**

Evidence should include:

1. **The illness/condition that the student is suffering from.** If there are any circumstances that led to the condition for example depression as result of bereavement then that should also be mentioned.
2. **The time-period that the student has been suffering from this condition.** For long term conditions the time-period of the flare-up should be mentioned including specific dates if possible. The closer to the period of the assessment the greater the chance of extenuating circumstances being accepted.
3. **Symptoms.** Any symptoms that have affected the student’s ability to meet the deadline or complete an assessment.
4. **Any treatments that a GP has prescribed and any side effects of those treatments.**  If a medical professional has recommended rest or avoidance of stressful activity for a certain period that should also be included.

Further guidance can be found on the students’ union website:

<https://www.uelunion.org/advice/>

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