

Evidence Guidance

The following document seeks to provide guidance on the types of evidence to support applications for appeals and extenuating circumstances.

1. General Evidence Requirements

Evidence submitted as part of an Extenuating Circumstances or Appeal application must be **authoritative, objective, proximate and relevant** to the assessment(s) for which the concession is being sought. It is the student's responsibility to submit evidence along with this form and to pay for any costs incurred obtaining evidence.

Acceptable evidence should be:

Original, signed documentation from an appropriate official (e.g. a registered medical practitioner, hospital consultant, solicitor, police officer) giving details of:

- Circumstance
- Duration
- Impact

It should be:

- i. Supplied on official headed paper
- ii. Signed and dated by the author
- iii. Written in English or a certified translation. If a translation is submitted, the original must also be provided.

2. Evidence Notes

- i. E-mail correspondence may be acceptable if the e-mail has been sent by the author from the official domain name of the author's organisation and should include the author's formal email signature with physical address and telephone details. E-mail as a format of evidence will always be accepted in cases regarding blind or visually impaired students.
- ii. If the evidence is in e-mail format, full 'header' details should be included, i.e., the senders' name and email address, date sent, address sent to, and subject line.
- iii. If accompanied with evidence, an unaltered scanned copy should be sent as an e-mail attachment (preferably in .PDF format).
- iv. If international evidence is provided, the certicator must be licensed to practice in the country in question and the same rules on evidence apply.
- v. All evidence must be proximate and relevant to the assessment for which the concession is sought and clearly evidenced how the student's academic performance has been adversely affected by unforeseeable and unavoidable circumstances.

BPP University reserves the right to check the authenticity of all documentation submitted as part of an *Extenuating Circumstances and Appeal* claim. It is a serious offence to supply fraudulent documentation and may lead to disciplinary action.

3. Categories of Evidence

Circumstance	Acceptable Evidence	Unacceptable Evidence
Medical Condition	<p>An original medical certificate or letter from a registered medical practitioner confirming the nature and time of the illness.</p> <p>For long term fluctuating conditions where the University is already aware of the condition, the University may not seek medical evidence in support of each application where the student has experienced a flare up of that condition at the time of the assessment(s). However, evidence of an ongoing medical condition or a Learning Support Agreement should be sought and provided as supporting evidence). Please see below for further detail*</p> <p>If you are self-certifying for your medical condition as you have been impacted for less than 7-days, or your GP is unable to provide you with a medical certificate, please seek a supporting statement from University staff (e.g., a member of your School or the Wellbeing Teams etc.).</p>	<p>Hospital or other medical appointment letters, unless accompanied by a medical report.</p> <p>An independent assessment, report, or letter from medical services which does not address the student's medical condition.</p> <p>Report of a medical assessment that does not address the student's medical condition.</p> <p>Self-certification of illness from either the student or a close relative, without supporting medical documentation or a supporting statement from a University member of staff.</p> <p>Medical evidence from alternative/homeopathic practitioners unless they are a recognised practitioner.</p>
Personal/Financial /Family Circumstances	<p>An official correspondence from a relevant professional such as: Solicitor</p> <p>Police or fire officer Court or tribunal officer</p>	<p>Anecdotal evidence without supporting documentary confirmation.</p> <p>Photographs or media extracts relating to</p>

	<p>Social worker</p> <p>Local government officer</p> <p>Bank/building society official</p> <p>A written account from University staff who have witnessed or can account for the request.</p>	<p>events which are not accompanied by clear evidence of their relevance to the student or the assessment in question.</p> <p>Written account, assessment, or character reference from a student's friend or family who have directly witnessed the circumstances that have affected the student's academic performance.</p> <p>Written account from University staff who have not directly witnessed or cannot account for the circumstances, or the impact on the student's academic performance.</p> <p>Crime reference numbers alone without separate, independent confirmation of the reported incident.</p> <p>Any evidence that is not clearly contemporaneous with the learning and teaching activities or assessment in question.</p>
--	--	--

<p>Legal Proceedings</p>	<p>Official documentation relevant to the application which may include legal documents, police reports, insurance claim, or medical report etc.</p>	<p>Photographs or media extracts relating to events which are not accompanied by clear evidence of their relevance to the student or the assessment in question.</p> <p>Written account, assessment, or character reference from a student's friend or family who have directly witnessed the circumstances that have affected the student's academic performance.</p> <p>Written account from University staff who have not directly witnessed or cannot account for the circumstances, or the impact on the student's academic performance.</p>
<p>Technical Difficulties/Issues</p>	<p>Receipt from a relevant repair service.</p> <p>Emails from the Inspira Team or BPPTAC confirming your technical issues.</p> <p>Supporting statement from a member of University staff, who are aware of the impact on your assessment.</p> <p>A crime reference report/number detailing any stolen goods.</p>	<p>Photographs (such as images of a broken laptop/blank screen/error messages).</p>

- ❖ As per the University Policies and Procedures – Extensions and Extenuating Circumstances Policy – Paragraph 2.16. If a student is affected by serious ongoing circumstances (which may for example be medical or personal) which appear unlikely to be resolved or significantly improved within the timescale of the student's assessment for a programme, the student may be referred to the Inclusion and Learning Support Team or advised to take an Interruption of Studies.
- ❖ If you have feelings of concern for your family when issues arise, such as political unrest, please seek support from the Wellbeing Teams prior to submitting your application(s). They will be able to support you during this time and advise further on the relevant evidence required for your circumstances.

Bereavement

Bereavement is a traumatic experience and has a significant impact on people. It can be classified as Post Traumatic Stress Disorder (PTSD) and how it manifests is not a linear process. Where a student has been affected by the bereavement of a partner, parent, child, or close family members the University will not require evidence of a death certificate but must outline to the University the circumstances of the bereavement and how this has impacted their studies. The University may require further evidence to support this claim, but this will be assessed on a case-by-case basis (please see the University Policies and Procedures – Extensions and Extenuating Circumstances Policy – Paragraph 2.13).

If a student has been affected by a death of someone other than a partner, parent, child or close family member, the University sensitively requires the student to explain the relationship to the deceased and the impact upon their studies in support of their application.

Evidencing COVID-19

Where an application cites being affected by COVID-19, students will be expected to take a lateral flow test and provide a photograph of the positive test with the date the test was taken written on the plastic test in ink, with your BPP ID card in the frame to evidence it is you that has taken the test. Students are reminded that any falsification of extenuating circumstances and accompanying evidence (such as a falsified lateral flow test) will be treated seriously and is considered academic misconduct. If the University suspects deception in the evidencing of a positive lateral flow test, action will be taken under the auspices of the Academic Practice Policy (for academic deception) and can also be referred to the University Proctor for action under the Student Conduct Policy.

Please be aware that this document cannot cover every eventuality that a student may encounter, therefore if you have any concerns regarding acceptable evidence for your circumstances, you may wish to discuss your application with the Independent Advice Team via independentadvice@bpp.com

Failure to provide relevant supporting evidence with an application will most likely result in an unsuccessful outcome.

Please note that there is help available from BPP if you need it.

If you are struggling with your mental health or wellbeing and need some extra support, email wellbeing@bpp.com or fill out the Student Welfare and Support form linked below.

If you are in a situation where you feel unsafe, are worried about your welfare, or might be at risk of harm, email safeguarding@bpp.com, fill out the Student Welfare and Support form linked below, and if urgent, call the Safeguarding helpline on 07464 542 636 (Monday – Friday 9am – 5:30pm).

If you have a medical condition, learning difference, neurodiversity, disability, or any physical or mental health difficulties, and feel you may require screening or adjustments for teaching or assessments, email learningsupport@bpp.com or fill out the Student Welfare and Support form linked below.

To contact any of these teams, fill out a [Student Welfare and Support form here](#).

[For more information about Student Welfare and Support at BPP, please visit the BPP Student Association website here.](#)