

However, they can be used for any event that constitutes a legitimate EC where evidence cannot be obtained. If you can find evidence, it's a good idea to apply for conventional ECs. Also, if you need longer extensions, if you need to apply for extension on top of an existing EC, or if you've run out of your quota of self-cert ECs, you must apply for conventional ECs.

3. How do I apply for an EC?

All EC requests must now be submitted on Portico. Do not submit using the old Microsoft forms link.

Use this [step-by-step guide to submitting your claim on Portico](#)

4. When should I apply for an EC?

Self-certified ECs: No earlier than 2 weeks before the deadline. Requests submitted after the deadline, or after time-limited assessments have started, will not be approved.

Conventional ECs: No more than 2 weeks before the deadline and no more than 5 working days after the deadline. If the latter, the expectation is that this is because the EC is ongoing and preventing you from applying for an EC by the deadline.

5. What happens if I submit a conventional EC more than 5 working days after the deadline?

You can still submit an EC as long as it's before your formal results are published at the exam board. However, you will need to explain why you didn't submit your EC on time. If your EC request is late, and you do not provide a compelling reason, backed up by evidence, then your EC may be rejected even if the panel accepts that you had valid reasons for an EC at the time the assessment was due.

6. Can I submit ECs after your results are published?

No. At this point it is too late. Extenuating Circumstances claims cannot be considered through these procedures once your formal results have been published. However, you have the right to appeal your results via the [Academic Appeals Procedure](#).

7.7 What kind of evidence is required?

This obviously depends on the nature of your EC, but if you are unwell, you should provide a doctor's note. If your evidence isn't written in English, you must provide a notarised translation. Please avoid sending photographs that you think illustrate your condition. Photographs of medication or proof that you have booked an appointment with a GP or therapist are not normally accepted. Further information about the types of evidence which you o1 11.0p6(y)-3(p)3(e)uesttion abo841.92 reWñBT/F1 a4ich yyo1

Routine computer problems such as viruses, disk corruption, printer problems, and short-term network problems are not normally considered acceptable grounds for an EC. You are expected to take proper precautions and make back-up copies and allow enough time to produce your work.

11. [What about technical failures in EC exams?](#)

You CANNOT use the EC pr