

The right side of the page features a decorative graphic consisting of several overlapping purple circles of varying sizes and shades, arranged vertically. Two thin purple lines originate from the top left and extend diagonally towards the circles, intersecting them. The circles have a 3D effect with shadows and highlights.

Online Extenuating Circumstances Form

Student View Guidance

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This is guidance for you, as a student, on how to complete an online ECF. It assumes that you have the form open in from of them

Student Login

Any students from the pilot departments can use this ECF system to submit their ECFs. The Pilot Departments (TB1) are:

School of Media and Performing Arts - CCI
Department Sport and Exercise Science - SCI
Computing and Mathematics - TEC
School of Education and Childhood Studies – HUMS

You can access the form at: <http://registryhub.port.ac.uk/ecf>

Login using your student account details, please enter your university student ID (for example UP12345).

Home Screen before Submission of Form

If you log in, you will go to the ECF home screen. Any previous submitted forms will be accessible from here and you will be able to submit a new ECF by clicking on 'Start a new ECF form'

Completing the form

You will need to select the Unit and Assessment you wish to claim extenuating circumstances for. If you are unsure of the Unit and Assessment name you can check on your [MyPort - MyAssessment](#) area. The drop down boxes are linked to your curriculum and mirrors the units and assessments as shown on your [MyPort - MyAssessment](#) area.

Should the information contained within the drop down boxes be incorrect you should [contact your department](#)

Circumstances

You should check to see if your circumstances are valid by referring to [Table 1 - Extenuating Circumstances and Appropriate Evidence](#).

You can list as many circumstances as necessary as part of the same ECF claim.

Evidence is linked to the type of circumstance. You can upload your evidence for example a scanned letter or a picture of an appropriate document.

Evidence

You should check to see if your circumstances are valid by referring to [Table 1 - Extenuating Circumstances and Appropriate Evidence](#).

Your statement is a required field.

You can type in your statement or paste it in from another location such as an email or word document. Alternatively you can upload it. If you upload a statement you will need to write in the box

“please see attached” or please see evidence within the circumstances area otherwise you will be unable to submit the form.

Declaration

You have to read and acknowledge the declaration otherwise you will be unable to submit the form.

Optional Support

Your tutor’s name should appear here and you will be able to click on the name to start an email.

The University provides a range of additional support from Finance to Wellbeing which can be accessed via the [Student Support Services in the MyPort webpage](#)

Submit Form

A rectangular button with a light grey background and a thin black border. The text "Submit Form" is centered in a dark grey font.

When the button is pressed, you will see a message stating it has been submitted.

Home Screen after Submission of Form

Your ECF will be a unique ECF reference number.

You receive an acknowledgement email which says you should get a decision within 10 days.

Your department will receive an email instructing them to log in and check the ECF form.

You can log in at any time to check the status of your ECF or submit another one. When you log in after submitting an ECF, your home screen will show a list of existing ECFs.

When the final EC officer confirms the decision, you can see it here, along with a reason if it’s rejected or has a mixed decision.

You can view all of the information you have submitted as part of the ECF, including the evidence you uploaded for each circumstance.

Preferred Browsers

This form can work on mobile phone devices or tablets as well as PCs, Macs and Laptops. It works on the main browsers such as Mozilla Firefox, Safari, Google Chrome and Internet Explorer.

Glossary of terms

EC Officer	A member of staff responsible for making extenuating circumstance decisions
ECF	Extenuating Circumstances Form