

Extenuating Circumstances for Taught Programmes including Self-Certification

1 Purpose

- 1.1 The Regulations provide a definition of extenuating circumstances, the guiding principles on which the regulations are based and the procedural framework within which extenuating circumstances in relation to Taught Programmes shall be managed.

2 Definition of Extenuating Circumstances

- 2.1 An extenuating circumstance is:
 - 2.1.1 An acute factor or an acute expression of a chronic condition that can be evidenced, is outside the student's control and which affects performance in and/or engagement with assessment
 - 2.1.2 Normally, a set of circumstances, the effect of which will impact the student within 3 weeks of the relevant assessment event or deadline
 - 2.1.3 Certain other circumstances that are explicitly referenced within the Extenuating Circumstances Regulations

3 Principles

- 3.1 The University shall apply the following principles:
 - 3.1.1 The timely consideration of cases;
 - 3.1.2 The regulations have been designed to be reasonable, sensible, fair and student-focused;
 - 3.1.3 The University shall adopt the extant list of extenuating circumstances provided by the Academic Registrars' Council (ARC). This list shall serve as a formal guide to the range of acceptable extenuating circumstances and can be found at:
<http://www.arc.ac.uk/uploadedfiles/documents/ARCAppealsExtCircs.pdf>

4 Extenuating Circumstances

- 4.1 Extenuating circumstances may be considered in relation to:
 - 4.1.1 Extension requests for those items of assessment classified as 'Deadline' (Coursework, Written Assignment, Dissertation, Project);
 - 4.1.2 Requests for Delayed Assessment for those items of assessment classified as 'Event' (Examination, Course Test,

Objective Structured Clinical Examination, Objective Structured Pharmacy Examination, Practical);

- 4.1.3 Decisions about progression and/or final classification
- 4.2 There shall be an Extenuating Circumstances Panel (ECP) in each School of Study.
- 4.3 Each ECP shall consist of a pool of no less than 4 academic members one of whom will act as Chair) appointed by the Head of School.
- 4.4 The Chair of the ECP shall be a member of a Board of Examiners within the School of Study.
- 4.5 Chairs of Boards of Examiners shall not be permitted to act as the ECP Chair for the Board of Examiners of which they are the Chair, but may be a member of the ECP.
- 4.6 A minimum of 2 members of the ECP are required to engage in the consideration of cases, with the exception of the pre-Board ECP meeting, where at least 3 members must be in attendance.
- 4.7 The consideration of extenuating circumstances need not involve a physical meeting of members of the ECP if alternative methods of discussion and mutual deliberation are available.
- 4.8 There shall be time limits for the reporting of extenuating circumstances by students that will vary according to the type of adjustment being sought.
- 4.9 Students should report any circumstances affecting their study as soon as possible and no later than the deadlines detailed below.
- 4.10 Students must report any circumstances that they wish to be considered to their Learning and Teaching (LTS) Hub.
- 4.11 Where a student is unable to supply all relevant evidence at the point of reporting the extenuating circumstances, the student shall normally provide any outstanding evidence within 10 working days of application.
- 4.12 The Chair of the relevant ECP or nominee may grant further time (beyond 10 working days) to obtain evidence where good reasons for needing the additional time are provided.
- 4.13 Where a student believes that the relevant circumstances are of a highly confidential nature they may report the circumstances to the Director of Student Services.
- 4.14 Where a student reports circumstances as permitted under 4.13 above, the Director of Student Services shall either:

Confirm the confidential nature of the circumstance and provide the ECP with a statement of its severity. The substantive detail of the circumstances shall remain confidential to the Director of Student Services

OR

Determine that the nature of the circumstances does not merit the confidentiality of treatment detailed at 4.13 above and advise the student that they should report their extenuating circumstances to their LTS Hub, in accordance with 4.9-4.11 above.

5 Consideration of Extenuating Circumstances

5.1 Extension Requests (deadline assessments)

- 5.1.1 Extensions of five working days shall be approved automatically on receipt of an Extenuating Circumstances request on one occasion in an academic year per student. There shall be no requirement for supporting evidence and the student may treat the request as approved on submission of the request. The request must be submitted in advance of the submission deadline in order to be treated by way of automatic approval. Self-certified extension requests can only be made 5 working days prior the assessment submission date
- 5.1.2 Any piece of work which falls due in the period covered by the self-certified extension will have the deferred submission deadline applied.
- 5.1.3 Self-certificates may only be used for the types of assignment listed in 4.1.1 above.
- 5.1.4 Students may only use self-certification in support of the first extension request in any academic year. When students request more than one extension within an academic year, any additional applications must be supported by acceptable evidence.
- 5.1.5 Where assessment is a group submission which requires a contribution from all group members rather than a group pieces where members submit individually, extensions will be granted to all members of the group. Only the group member who actively requests the extension will be deemed to have used their self-certification.
- 5.1.6 Additional applications that meet the ARC criteria may be approved by LTS Co-ordinators.
- 5.1.7 Additional applications that cannot be mapped to the ARC criteria or do not have clear evidence shall be considered by the relevant EC Panel.
- 5.1.8 ECPs shall reach a decision and the student will normally be advised of the outcome within 3 working days of the request being received in the LTS Hub. In exceptional circumstances it

may be necessary to extend this deadline and the student shall be advised in writing where this is the case.

- 5.1.9 Where extension requests are supported by appropriate third party evidence, such as a medical certificate, they shall be approved by the relevant LTS Co-ordinator. This includes retrospective requests where the third party evidence clearly covers the period to which the extension request relates.
- 5.2 Delayed Assessment/Reassessment (DA/R) Requests (event assessments)
- 5.2.1 Students may be permitted to repeat an 'event' assessment due to circumstances beyond their control that affect performance or attendance at the event.
- 5.2.2 Students may be offered a Delayed Assessment (where circumstances affected the initial assessment), Delayed Reassessment (where circumstances affected the reassessment attempt) or Further Reassessment (where circumstances affected the assessment or reassessment but are not deemed sufficient for a Delayed Reassessment).
- 5.2.3 A Delayed Assessment cancels the assessment that it replaces. A Further Reassessment provides an additional opportunity without cancelling the original assessment attempt.
- 5.2.4 Where an application for a DA/R is approved, s/he may choose whether or not to take the new assessment and replace their existing mark, which shall be voided. The approved Delayed Assessment/Reassessment (DA/R) will normally take place during the next assessment period.
- 5.2.5 Where a student attends an event or submits a new assessment, the recorded mark shall be the mark received for the new assessment and not the better of the 2 marks achieved.
- 5.2.6 A DA/R may be considered where:
- the student failed to attend;
 - the student attended the assessment but believes that s/he did not have a fair attempt due to extenuating circumstances
 - the delivery of the programme has hampered the ability of students to be assessed fairly
- 5.2.7 Where the request for DA/R rests on medical circumstances, students must seek medical evidence on the day of the assessment, unless prevented from doing so.
- 5.2.8 A request for a DA/R must normally be submitted within 48 hours of the assessment.

- 5.2.9 All relevant supporting evidence, including, where appropriate, explanations of any failure to obtain medical evidence in accordance with 5.2.7 above, must normally be submitted not later than 10 working days after the request for DA/R is received in the LTS Hub.
- 5.2.10 The Chair of the ECP, or nominee, may approve a later deadline for the provision of supporting evidence.
- 5.2.11 Bad weather conditions are acceptable for DA/R only where advice to the public has been to avoid unnecessary journeys and where public transport is not running.
- 5.2.12 DA/R requests shall be considered by LTS co-ordinators in the first instance with reference to the ARC guidance noted above.
- 5.2.13 Cases which do not meet the ARC criteria, are complex or where rejection is recommended shall be referred to the relevant ECP.

5.3 Pre-Board ECP Meetings

- 5.3.1 The purpose of a Pre-Board ECP meeting is to consider extenuating circumstances that may impact on decisions about progression or classification.
- 5.3.2 All extenuating circumstances and associated adjustments shall be reported to the Pre-Board ECP.
- 5.3.3 Where extenuating circumstances have already been considered and adjustments made (previous extension and/or DA/R requests), the ECP shall consider whether any additional adjustments may be appropriate.
- 5.3.4 Students must report extenuating circumstances to their LTS Hub not later than 10 working days prior to the meeting of the Pre-Board ECP.
- 5.3.5 Date of Pre-Board ECP meetings will be publicised to students.
- 5.3.6 ECPs shall determine the severity of impact and make a recommendation to the Board of Examiners on how the impact of the extenuating circumstances should be accommodated.
- 5.3.7 Recommendations may include:
- Award of a higher classification;
 - Permission to progress within the constraints of the relevant regulations for the award;
 - Where progression requirements have not been met, recommend to retake the year or a part of the year, with or without an interruption in a period of study or assessment, reassessment or further reassessment;
 - For students in Stage 0 or Stage 1, provisional progression pending the successful outcome of the

delayed assessment. This adjustment is available only where a student has failed only one module and has approval for a further attempt in the failed item(s). Assessment must be completed by the deadline set annually by LTS;

- That a student be transferred to an alternative course

5.3.8 The actual adjustment shall be determined by the Board of Examiners.

5.3.9 When making decisions regarding appropriate adjustments, the Board of Examiners shall demonstrate that it has fully considered the recommendations of the Pre-Board ECP.

5.3.10 Adjustments must comply with PSRB requirements (e.g. maximum length of registration), where applicable.