

Extenuating Circumstances Procedure

Section 1 - INTRODUCTION

Purpose and Parent Policy

(1) This procedure outlines the steps by which a student may make a case for extenuating circumstances to be considered in respect of an assessment in line with the [Extenuating Circumstances Policy](#).

Responsibilities

Student Responsibilities

(2) The student is responsible for providing original and verifiable evidence of the circumstances affecting their efforts.

(3) The student is responsible for making reasonable use of the policies, procedures and support services of the College so that they may, insofar as possible, negate any impact of personal circumstances on their effort (for instance, applying for reasonable accommodation).

(4) The student is responsible for raising the subject of extenuating circumstances with the College in a timely manner

Faculty Responsibilities

(5) The Programme Director, or nominee, is responsible for assessing a claim of extenuating circumstances affecting performance in assessment and for granting any outcomes in line with the [Extenuating Circumstances Policy](#).

Section 2 - PROCEDURE FOR APPLYING FOR MITIGATION OF EXTENUATING CIRCUMSTANCES

Application

(6) Where a student feels that extenuating circumstances have obstructed them in making a reasonable attempt at their assessment, the student can make an application for consideration of extenuating circumstances.

(7) Applications must be made in writing to the Programme Director using the appropriate form

(8) Information about the circumstances to be considered:

- a. When the circumstances arose
- b. The impact of the circumstances
- c. What mitigation the student is seeking in respect of the circumstances

(9) Applications must be made in a timely manner (as soon as practicable by the student once they become aware of the impact of the extenuating circumstances).

(10) Applications must normally be accompanied by evidence of the extenuating circumstances.

(11) Where evidence is not immediately available, consideration of the application may not be made until after evidence is forthcoming.

Consideration

(12) The application is considered by the Programme Director, or nominee from Faculty, in line with the [Extenuating Circumstances Policy](#), to determine:

- a. If the circumstances referred to qualify as extenuating circumstances
- b. If there is sufficient verifiable evidence to support the application
- c. What mitigation, if any, can be offered to the student

(13) The Programme Director may refer the student to the Student Support Officer based on consideration of their circumstances.

Outcomes

(14) The student is advised of the outcome of their application in writing within five working days of receipt of the application.

(15) This written notification will include specifics of the outcome, e.g. a revised submission deadline.

(16) In all cases where extenuating circumstances are granted, the relevant Assessor will be advised as such, but will not be made aware of the circumstances. The Assessor will also be notified of any revised deadlines or repeats.

(17) Where Extenuating Circumstances are not granted, the normal regulations apply to the student as well as the normal sanctions for non-compliance.

(18) All assessment grades are provisional until agreed by the Board of Examiners — consequently, extenuating circumstances may also be confirmed by the Board of Examiners.

Applications During an Assessment Event

(19) Where an application for extenuating circumstances is made while an assessment or examination period is ongoing, the following procedure applies:

- a. Until a decision is made, the student's effort is considered and graded as normal.
- b. Any subsequent amendment or proposed action as a result of the student's extenuating circumstances will be communicated to the Board of Examiners.

Right of Appeal

(20) The student may appeal the decision, as laid out in the [Appeals Policy](#).

Status and Details

Status	Current
Effective Date	2nd October 2023
Review Date	2nd October 2026
Approval Authority	Quality Assurance Officer
Approval Date	2nd October 2023
Expiry Date	Not Applicable
Enquiries Contact	Quality Assurance

Glossary Terms and Definitions

"Policy" - Policies are principled statements adopted by the College at a high level to enable decisions about actions and desired outcomes to which the College is committed. They clearly articulate the formal position of the College on specific issues in order to guide internal decision-making. Policies set out 'what to do' on a given issue. They have a medium- to long-term review cycle.

"Procedure" - Procedures are the broad actions that must be carried out to implement a policy. They set out 'how to do' what the policy specifies must be done.

"Reasonable Accommodation" - 'A Reasonable Accommodation is any action that helps to alleviate a substantial disadvantage due to an impairment or medical condition.' (AHEAD). In the context of supporting higher education students, a reasonable accommodation is any provision made for a particular student to allow them to demonstrate their achievement of the learning outcomes of a piece of learning without any disadvantage which may arise on the basis of their having a disability or long-term illness.

"Extenuating Circumstances" - Extenuating Circumstances are unexpected factors or emergencies arising close to or during a summative assessment event (normally up to three days in advance) having a material effect on the student's preparation for or performance in that summative assessment task, where the student can provide evidence for them.