

**Extenuating Circumstances Policy & Procedure**
**DOCUMENT CONTROL**

<b>SLT owner:</b>	Chris Pemberton	<b>Together With:</b>	<b>Helen Fellows</b>
<b>Date created/updated:</b>	November 2016 August 2015	<b>Review Date:</b>	<b>August 2017</b>
<b>Approval Need by SLT:</b>	yes	<b>Date Approved:</b>	10-1-17
<b>Approval Need by Governors:</b>	No	<b>Date Approved:</b>	
<b>Approval Need by Unions:</b>	Yes / No	<b>Date Approved:</b>	
<b>Impact Assessment Date*:</b>	Jan 2017	<b>Job Title of Assessor:</b>	GVP Qual & Cur
<b>Audience:</b>	<b>Staff: Yes</b>	<b>Students: Yes</b>	<b>Public: Yes</b>
<i>Approved by ALT.</i>			
* If the contents of this policy have been copied from an existing policy with <b>no changes</b> please insert the date of the original Impact Assessment and Assessor in the table above.			

**Introduction**

1. These regulations apply to all students registered on Edexcel Pearson HNC's and HND's at Shrewsbury College. For those students studying on Staffordshire University or Edge Hill University programmes please refer to their websites below to obtain information on their procedures for applying for extenuating circumstances:

[http://www.staffs.ac.uk/support\\_depts/info\\_centre/handbook/extenuating/](http://www.staffs.ac.uk/support_depts/info_centre/handbook/extenuating/)

[http://www.edgehill.ac.uk/studenthandbook/exdiff\\_01.html](http://www.edgehill.ac.uk/studenthandbook/exdiff_01.html)

2. The College defines extenuating circumstances as *circumstances which are beyond the control of the student, which could not reasonably have been foreseen or prevented by the student and which would substantially impact on a student's performance in assessment.*

3. In all cases, you are strongly encouraged to discuss the situation with your Course Tutor, Student Services or the Colleges HE and Education Lead.

**Grounds for Claiming Extenuating Circumstances**

4. The College will put in place arrangements to make reasonable adjustments for students who declare a disability. As a result, if you have a disability, you should only normally claim for extenuating circumstances when new and unforeseen circumstances occur which affect your work and are not addressed by the reasonable adjustment arrangements.

5. In considering claims of extenuating circumstances, the key considerations for the College will always be whether the circumstances were beyond your control and could not have been foreseen or prevented, together with the impact these circumstances would have had on your academic performance.

**Extenuating Circumstances Policy & Procedure**

6. Taking into account the criteria in paragraph 5 above, the grounds on which extenuating circumstances can be claimed are normally limited to:

- i) a serious illness, which would have detrimentally affected your performance;
- ii) the death of a close family member or personal friend, normally in the period leading up to the date of the assessment, which would have detrimentally affected your performance;
- iii) other serious circumstances beyond your control, which could not have been foreseen or prevented and which would have detrimentally affected your performance.

7. If you are studying on a part time or distance learning programme, the College expects you to plan to your work in order that you allow sufficient time to cope with both the demands of employment and study workloads. Nevertheless, it is recognised that you may, for example, have unplanned work patterns and/or unforeseen and exceptionally high workloads, and in those cases where acceptable evidence is provided, claims for extenuating circumstances could be considered under 6 iii) above.

8. You may not normally claim extenuating circumstances on the basis that your academic performance has been affected by family, financial or other lifestyle problems. In particular, extenuating circumstances cannot normally be claimed on any of the following grounds (this list is not exhaustive):

- Inadequate planning, organisation or management on your part
- Timetabling of coursework or examinations
- Misreading of assessment dates and times
- Personal computer or printer problems
- Minor illnesses, such as a cold
- Holidays or social occasions
- Transport problems
- Moving house
- Normal work patterns & pressures of employment
- Pregnancy (unless unexpected complications occur)

If you are uncertain whether your claim might be legitimate, please discuss this with your Course Tutor or the Colleges HE and Education Lead.

9. Any student who is alleged to have submitted falsified evidence in support of a claim of extenuating circumstances will be referred for consideration under the terms of the College's academic misconduct procedures.

## Categories of Extenuating Circumstances

10. Extenuating circumstances can be claimed as follows:

### Late submission

- i) Where you request to be allowed to submit work within five working days after the deadline for submission. A working day is deemed to be Monday to Friday, excluding public holidays.

### Deferral request

- ii) Where you were unable to attend, or submit for, a scheduled assessment of any sort, and request a deferred assessment at a subsequent opportunity.

### Mitigation request

- iii) Where you believe that your performance has been unexpectedly and negatively influenced by circumstances beyond your control and wish this to be considered in relation to an assessment and/or when decisions on your progression are being made.

## Acceptable Forms of Evidence

11. All claims for extenuating circumstances must normally be supported by relevant and independent documentary evidence, such as a Doctor's letter or certificate, or a counsellor's statement. Supporting statements from College staff such as Course Tutors, Technicians or Learning Support Specialists will also be accepted as evidence. The College will not accept self-certification of your own circumstances or other evidence which is not supplied by an independent authority.

## Procedures for Dealing with Extenuating Circumstances requests

12. All extenuating circumstances claims will be considered by a Extenuating Circumstances Panel.

13. If you wish to request a **late submission** beyond the coursework submission deadline, you should complete the extenuating circumstances form and submit it with your late submission of work to the Student Office within at the latest five working days of the original deadline for submission. The Extenuating Circumstances Panel will make a decision based upon the evidence provided by you and you will be notified of the decision in relation to your late submission request within fifteen working days of the date of submitting your extenuating circumstances claim. If your claim for **late submission** is upheld, your work will be marked

**Extenuating Circumstances Policy & Procedure**

and counted as if it had been submitted by the original deadline. If your late submission claim is not accepted by the Extenuating Circumstances Panel but the work submitted was of a pass standard, then a pass grade will be awarded.

14. If you wish to request a **deferral**, then you must complete the extenuating circumstances form within ten working days of the original deadline for submission. The Extenuating Circumstances Panel will make a decision based upon the evidence provided by you and you will be notified of the decision in relation to your late submission request within fifteen working days of the date of submitting your extenuating circumstances claim. If your **deferral** request is granted, you will be offered another opportunity to take the assessment at the next available opportunity. If the deferral request is not granted and the original deadline for submission of the work has passed then the assessment will be awarded a fail grade.

15. If you wish to request **mitigation**, then you must complete the extenuating circumstances form within ten working days of the original deadline for submission. The Extenuating Circumstances Panel will consider the evidence provided by you and your Course Tutor and make a recommendation to the Assessment and Award Board under one of the following headings:

- Upheld - pass awarded
- Upheld - pass awarded and progression confirmed
- Not upheld

You will be informed of the outcome following the meeting of the Extenuating Circumstances Panel. If your request is upheld you will be offered the choice of accepting the pass or attempting the assessment again with a new deadline.

16. You should note that, where appropriate, you may claim both late submission and mitigation for the same module(s).

17. Extenuating circumstances claims are always treated sensitively and in confidence. Only the Chair of the Extenuating Circumstances Panel and the administrator supporting the work of the Panel will be aware of your name, while other members of the Panel will consider your circumstances anonymously.

18. The decisions of the Extenuating Circumstances Panel will be made available to Assessment/Award Boards as appropriate. However, your particular circumstances will not be divulged to the Assessment/Award Board. As a result, the Assessment/Award Boards may not question the decision of a Extenuating Circumstances Panel.

## Appeals

19. You may appeal against the decision of the Extenuating Circumstances Panel. The only grounds for appeal are that:

- i) The Panel did not take full and proper account of your extenuating circumstances claim;  
OR
- ii) New, relevant and independent evidence, which for good reason you had been unable to make available to the Extenuating Circumstances Panel, had become available.

20. You must submit an appeal in writing, to the Group Vice Principal Quality & Curriculum Support within seven working days of receiving notification of the decision of the Extenuating Circumstances Panel.

21. You may not claim extenuating circumstances after the published deadline for such claims to be received. If you have extenuating circumstances but miss the deadline for submission, you may appeal through the academic appeals procedure only after the Award Board has met and agreed on your progression or award, although you will be required to demonstrate reasonable grounds for not having earlier utilised the extenuating circumstances procedure.

## How to Apply for Extenuating Circumstances

If you consider that your circumstances fit the College criteria to apply for Extenuating Circumstances, or you have been advised to put in an application for Extenuating Circumstances by your Course Tutor or other member of staff, please use the Extenuating Circumstances Application. You can access this by logging on to the HE Page on Moodle or on College's website. This form needs to be completed and returned to your Course Tutor.

[www.shrewsbury.ac.uk/higher\\_education/he\\_course\\_specifications\\_policies/](http://www.shrewsbury.ac.uk/higher_education/he_course_specifications_policies/)