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Assessment Event

An event designed to assess if students have achieved the

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|                      | <p>undertaken the assessment. However, claims that are made after the results are published following the Assessment Board will not be considered and the student must use the Appeals Procedure (Academic Appeals).</p>  |
| Self - Certification | <p>When a student deems themselves unfit to sit an assessment without the need of further evidence following an extenuating circumstance of less than 7 calendar days which includes the assessment deadline.</p> <p>Students are trusted to self-certify accurately and honestly, and there is no need to provide further evidence (e.g. a medical certificate) to justify absence from classes. The provision of false information will be regarded as a disciplinary offence by the University</p> |

## Extenuating Circumstances Policy and Procedures

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- d) ensure clarity in language and process.
  - e) uphold fairness
  - e)

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## Procedures

### Student Responsibility

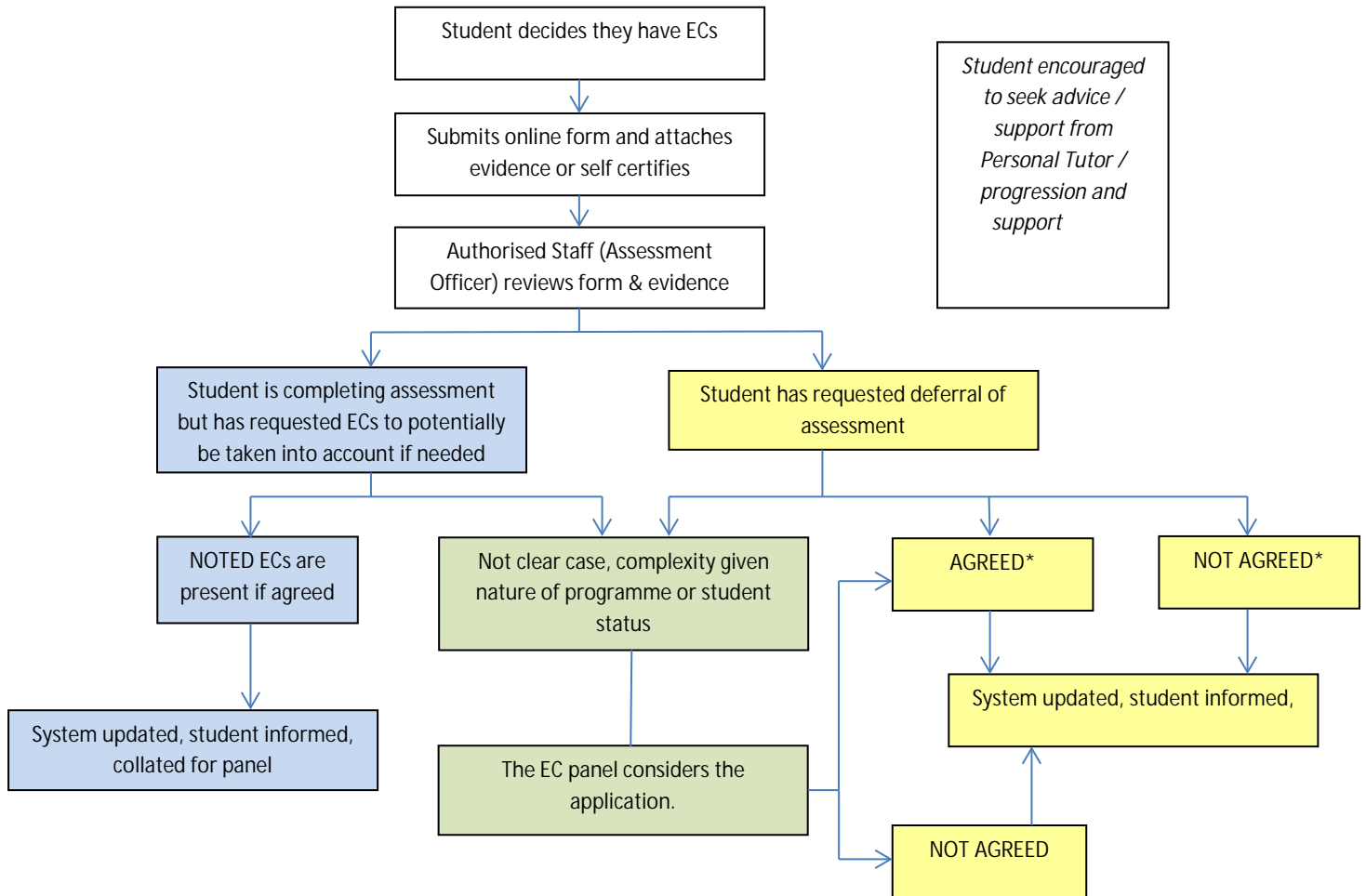
1. It is each student's personal responsibility to undertake the required assessments for their programme of study at the required time. Failure to take a required assessment will result in the assessment being regarded as an attempt with a recorded FAIL mark of 20 :
  - i) these procedures are followed
  - ii) the claim of extenuating circumstances is accepted by the extenuating circumstances panel or delegated nominee.
2. A late submission (individual written assignments only) of up to 24 hours due to unforeseen circumstances does not require an application of Extenuating Circumstances to be made, but the grade of the component will be reduced by the equivalent of 10% (or less where this would reduce a pass grade below 40%).
3. To request a deferral of assessment to the next opportunity it is a student's responsibility to complete an extenuating circumstances form (available on [MyMDX](#)), detailing any circumstances which may affect their ability to meet their programme commitments (assessment deadline/s).
4. The University expects students to decide if they are too ill or otherwise affected by extenuating circumstances to take an assessment. Students may seek advice from staff, but such advice should be limited to the procedures to be followed and where to find the guidance available. It must place the onus clearly on the student to make the final decision. Staff should also avoid attempting to judge the likely outcome of a claim submitted under this procedure to an extenuating circumstances panel.
5. Students should note that they must provide valid evidence, a description of the impact on their assessment

8. Once the condition or disability is declared and the appropriate support has been put in place, it is not covered by the extenuating circumstances procedures. However, fluctuations in a student's disability or any unexpected issues that have arisen for the student around their disability-related support are included.
9. Students with disabilities, who are considering applying for extenuating circumstances, or for an extension to an assessment deadline, should

## Extenuating Circumstances procedures

The possible outcomes of the extenuating circumstances claim:

- deferral of assessment to the next opportunity OR;
- extenuating circumstances noted for the consideration of the Assessment Board



*Student encouraged to seek advice / support from Personal Tutor / progression and support*





## Purpose of the Procedures

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### Submission deadline of Extenuating Circumstances Form

18. An extenuating circumstances claim should be submitted by the deadline for completion of the assessment component.
19. If a student does not submit a claim by the published deadline, evidence must be provided which justifies the reason for not meeting the deadline, in addition to evidence for the claim. The University expects all retrospective and late claims for extenuating circumstances to be supported by independent, contemporaneous and explicit corroboration from an independent 3rd party that demonstrates why it would have been impossible for the student to have submitted a claim by the deadline published. The burden of proof to support a claim under this policy lies with the student at all times.

### Evidence

20. Except in cases of self-certification, students are required to provide supporting evidence/statement from an independent third party to support their claim. Students must authorise the University to seek verification of the evidence under the Data Protection Act 2018.
21. Evidence provided in a language other than English must be accompanied by an independent professional translation.
22. Examples of evidence that is normally acceptable or not acceptable are provided as a guide for students and staff at the end of this policy.
23. Evidence provided by \_\_\_\_\_ in support of a student's application for extenuating circumstances shall always be deemed valid. However, the

27. A Learning Support Form (LSF) can constitute the necessary evidence for granting a deferred assessment attempt. In these cases the LSF will refer specifically to this point. In all cases, however, students must complete an extenuating circumstances claim form and submit it via Unihelp Online. Students will be required to provide information of how their fluctuation or episode links to the assessment in question.

### Consideration of Claims for Extenuating Circumstances

28. Faculties may nominate members of staff to be authorised to take decisions on routine extenuating circumstances claims. These staff will normally be a trained Assessment Officer. This nomination must be ratified by the Academic Registrar.
29. Authorised staff may agree a claim for extenuating circumstances under all of the following criteria:
- i) The claim is provided by the deadlines 2 (e l)2PA3t-6 ()9.a3S3 (i050h2 1}2.7 (ti)2

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35. The functions of the extenuating circumstances panel are:
- i) to establish that the evidence is valid, i.e authentic and appropriate and that it relates to the assessment in question and that it has been submitted by the required date;
  - ii) to review extenuating circumstances claims and evidence and communicate decisions made to the Assessment Board;
  - iii) to consider whether a reference to the Fitness to Practice or Fitness to Study procedure is appropriate;
  - iv) To receive a regular report of the claims processed by authorised staff and to report to the assessment board the decisions of all claims processed.
  - v) to make recommendations to the Academic Registrar for improvements to the effectiveness and efficiency of the procedure.
36. Extenuating circumstances panels will meet at least monthly. A schedule of dates will be published annually.

### Outcomes of Extenuating Circumstances Claims

37. Staff responsible for considering applications shall come to one of the following decisions and inform the student accordingly:

#### Extenuating circumstances claim for ECs to be noted confirmed

38. Where students have submitted assessments but have made a claim for extenuating circumstances to be noted, staff shall confirm that these have been recognised and advise whether further action should be taken. This might include advising the student to request extension/deferrals, interruption of studies and/or seek advice from student services about establishing a learning support agreement or other support. A note will be held in MISIS. The details will be available at the Programme Assessment Board should they be required.

#### Extenuating circumstances request for a deferral claim accepted

39. If the claim for a deferred assessment attempt is accepted, the Panel or delegated nominee will notify the student and the Module Leader. It is the student's responsibility to check the exact details of the new submission date on myLearning or with the Module Leader. A record on MISIS will be made and the student will be presented at the next appropriate assessment board

#### Extenuating circumstances claim rejected

40. The grounds for rejection (non-submission of evidence; grounds not established or insufficient evidence; deadline for submission of form not met) shall be specified in a notification to the student.

41. A note of-d()Tj28p( f)7d()T1.005 T7d9 ( exa)136 (m)1.p()JJ0 Tc 5.5c -0.008 Tw -31.848 .28 0 ifi nill b04 Tc 0.006



## Examples of Valid Extenuating Circumstances and evidence/supporting statements required

Listed below are examples that the University would normally regard as extenuating circumstances that could have seriously affected performance and/or attendance. This list is not exhaustive and where the University deems that a student's application falls within the above definition, it shall be treated under this policy.

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| Evidence of a declared disability that is provided too late to be taken into account in the deadline for assessment. | Corroboration from a Disability or Mental health Advisor | If there is a delay to assessment and/or diagnosis of a disability due to no fault of the student.. |
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