

otherwise) to support it

- alleged circumstances that fall outside the relevant assessment period and so could not have reasonably affected the assessment in question
- that is, evidence states that the student was seen after the illness occurred and declared they had been ill previously
- if there is a reasonable case that circumstances relied on were foreseeable or preventable
- long-term health condition or specific learning need for which the student is already receiving reasonable or appropriate adjustments (but see paragraph 20 below)
- minor illnesses (such as coughs and colds or hay fever) which in a work situation would be unlikely to lead to absence from work, unless the symptoms are particularly severe
- computer or printer failure where the student should have backed-up their work (noting that all students have free access to OneDrive)
- inadequate planning and poor time management preventing completion or submission of assessment
- minor transport disruption causing late arrival
- misreading the exam timetable and claims that students were unaware of the dates or times of submission or examination
- normal assessment and/or exam stress
- assessments or examinations scheduled close together
- personal or domestic events, such as holidays, house moves or other events that were planned or could reasonably have been expected
- minor life events, unless the circumstances have had a disproportionate impact
- financial issues, unless an unexpected financial crisis (beyond budgeting difficulties) prevents the student from engaging with their studies
- routine consequences of paid employment, unless supported by the employer in the case of apprenticeships and courses which require a student to be in employment
- notifying in a member of staff about their extenuating circumstances.

20. **Prolonged, chronic or long-term conditions, disability and learning differences** are not normally considered as extenuating circumstances. Students with a chronic illness, disability or learning difference are encouraged to access the support services available who can put in place reasonable adjustments for specific learning requirements and examinations (see [Code of Practice on Reasonable Adjustments for Students](#)), which may include the automatic granting of

by email to the Extenuating Circumstances team (extcircs@uos.ac.uk).

24. *Extension to assessment submission deadline*

- Students may submit requests for extensions to assessment submission deadlines where they are not able to meet the submission deadline due to extenuating circumstances. It is not possible to request an extension for an examination, time-constrained assignment, presentation or equivalent assessment.
- The standard length of extension to the published submission deadline is seven days.
- Normally requests for extensions must be submitted at least seven days in advance of the assessment deadline and no later than three days after the assessment deadline.
- Supporting evidence will normally be required, and should be submitted along with the form requesting an extension to avoid any delays to the decision-making process.
- Extension requests are considered by the Extenuating Circumstances team (see paragraph 42). Students will be notified, normally within five days of submission, whether the extension request has been granted (noting that this may take longer if there is no supporting evidence provided).

25. *Deferral of submission of assessment or examination*

- Students may submit requests for the deferral of submission of assessment or examination where they are not able to meet the deadline or attend the examination due to extenuating circumstances. Deferral requests should be made if an extension to the assessment submission deadline is not appropriate or sufficient (see paragraph 24 above).
- For the deferral of submission of assessments, a new submission deadline will be set by the relevant Assessment Board, which will normally be in the next assessment period following the meeting of the Board. For deferral of examinations, a new examination date will be set, normally in the next examination period. Students should check their results in OASIS when notified that new results have been released by the Assessment Board to see the new submission or examination dates.
- Normally requests for deferral of submission of assessment or examination must be submitted at least seven days in advance of the assessment deadline or examination date and no later than seven days after the assessment deadline or examination date.
- Supporting evidence will normally be required, and should be submitted along with the form to avoid any delays to the decision-making process.
- Deferral requests will be considered by the Extenuating Circumstances Panel, which meets on a weekly basis. Students will be notified, normally within five days of the panel meeting, whether the deferral request has been granted or rejected (noting that this may take longer if there is no supporting evidence provided).

26. ***Self-certified additional time***

- Students may submit a request for self-certified additional time where they are not able to meet a submission deadline or attend an examination due to extenuating circumstances that are sudden, short-term and difficult to evidence (for example a short illness that prevented a student from attending an exam but did not require medical intervention).
- Requests for self-certified additional time will be granted automatically on submission of the form and will either extend the assessment submission deadline by seven days or defer the examination date to a new date set by the relevant Assessment Board, normally in the next examination period.
- Self-certified additional time can only be requested for up to two individual components of assessment per academic year.
- The request can be submitted up to seven days before the submission deadline or examination date and no later than three days after the deadline.
- No supporting evidence is required, but the student must complete the form and provide a brief explanation of their extenuating circumstance.
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- anecdotal evidence from staff or students
- a self-certificated medical note
- undated screenshots of correspondence including text messages.

34. Where evidence relates to another person and contains any personal or sensitive data as identified under the European Union General Data Protection Regulation (GDPR) or the Data Protection Act (2018) (for example personal information relating to a family member, or medical

requests must be accompanied by a supporting statement from the Course Leader before it can be approved. Apprentices should ensure that they discuss any requests for additional time due to extenuating circumstances (extensions, deferrals or intercalation) with their employers as well as their tutor or coach, and all intercalation requests will require a supporting statement from their employer as well as the Course Leader.

39. Tutors should ensure that students have a realistic understanding of the range of actions and remedies that are available to deal with their circumstances and be aware that some students may be reluctant to report extenuating circumstances and may consider this a sign of weakness or failure. While tutors may refer students to Student Life where appropriate, staff at these services will not be able to provide supporting evidence of extenuating circumstances if students have had no prior engagement with them. Tutors should not refer students to these services solely to collect further supporting evidence of extenuating circumstances.

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approval of intercalation requests against the agreed criteria set out in paragraph 27 to the Extenuating Circumstances team. Requests that are not straightforward, and requests for a second period of intercalation, will be considered by the Chair of the Extenuating Circumstances Panel.

44. The Extenuating Circumstances Panel is convened at regular intervals, normally weekly, to consider requests for additional time due to extenuating circumstances. Meetings of the Panel may be in person or v5(en)3(uaf1 0 0 1 150.21 0 0 1ea)-6(4BT411.04 T 0 595.5(de)3(r)-3()] TÆTQq0.000000

assessment/submission date and is appropriately evidenced

- requests from students with Care Plans in place where the recommendations of the plan are relevant to the circumstances presented by the student
- requests citing pregnancy where there is medical evidence of complications or assessment deadlines that fall within the two weeks following the birth or due date
- requests which seek to add a further component due in the same timeframe as a previously approved request
- requests that can be rejected on the grounds that no evidence has been provided by the deadline agreed by the full Extenuating Circumstances Panel and where the student has been given a reasonable opportunity to supply it, including prompts.

48. The Extenuating Circumstances Panel reserves the right to reject a request for a deferral and instead grant an extension depending on the timing and circumstances of the request. Such decisions would be agreed by the full Extenuating Circumstances Panel.

49. Where the Extenuating Circumstances Panel does not accept that the request meets the criteria for extenuating circumstances set out in paragraphs 17 to 25 above, the request will be rejected and the relevant assessment regulations will be invoked by the Assessment Board.

Outcomes

50. Students will normally be advised of the outcome of requests for extensions to submission deadlines within five days of receipt of the online form and supporting evidence. The outcome of all other requests will normally be advised to students within five days of the meeting of the Extenuating Circumstances Panel. Where a request is rejected, the outcome notification to the student will include the reason for the rejection. Relevant course leaders and Academic Administrators will also be advised of the outcome of requests in order that appropriate preparation for Assessment Boards can take place. Tutors should discuss any concerns about the outcome of requests with the Chair of the Assessment Board, ideally before the Board meets.

51. The Extenuating Circumstances Panel (via the Extenuating Circumstances team) will inform the relevant Assessment Boards whether requests for additional time due to extenuating circumstances have been granted or rejected and, where appropriate, make recommendations for consideration of the student's overall profile and the relevant assessment regulations and any PSRB requirements, an appropriate course of action. Where the request was granted, action may include:

- Allowing the student to be assessed as if for the first time in any or all of the components of assessment and setting an appropriate submission date. If an assessment affected by

extenuating circumstances was itself a second attempt, the student may be permitted to be reassessed as if for the second time

- Where the student has missed substantial content and/or learning opportunities, or where the student has been granted three consecutive deferrals for the same component, recommending that the student repeats the module
- Where progression requirements have not been met due to the deferral of work, setting appropriate submission and/or examination dates for the work to be redeemed to allow progression in a timely fashion or, where there is insufficient time for the work to be submitted before the next academic year commences, setting appropriate submission and/or examination dates and recommending that the student takes an authorised break in their studies with an appropriate return date
- Permitting the student to take an authorised break in their studies (intercalation), detailing how assessment already undertaken will be treated and any outstanding modules to be undertaken on return, and setting an appropriate return date
- Recommending that the student be transferred to an alternative course
- In exceptional circumstances, recommending the student for an exit award or Aegrotat award in accordance with the relevant assessment regulations where the student is unable to continue with their studies.

Where a request was rejected and no work was submitted by the deadline, the Assessment Board will take the appropriate action for non-submission in accordance with the relevant assessment regulations for the award.

Links to other policies

52. **Fitness to Practise:** On courses leading to professional registration to practise, student claims of

- Head of Graduation and Assessment
- Assistant Director, Student Life
- Academic staff drawn from a pool of representatives nominated by the Schools (4)

Total membership: [7]

Secretary

- Member of the Extenuating Circumstances team