

Extenuating Circumstances Policy and Procedure

Introduction

The School recognises that students may suffer from a sudden illness, or other serious or unforeseen event or set of circumstances, which adversely affects their ability to complete an assessment, or the results they obtain for an assessment. Students who are therefore impacted by unforeseen and unpreventable circumstances can submit a claim for Extenuating Circumstances for the affected assessment(s).

Extenuating circumstances are **out of the student's control**;

have a **negative** impact on the student's ability to study or undertake an assessment during the relevant period.

The principle for allowing any extenuating circumstance is that it was

unforeseeable and

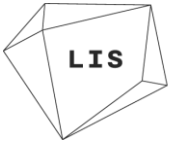
unpreventable and

can be **evidenced**.

This Policy and Procedure sets out the School's approach to applying extenuating circumstances in these situations.

Students may submit an Extenuating Circumstances claim for a variety of reasons such as:

- They were unable to attend an 'in person' assessment such as an Examination or Presentation and wish to defer the assessment to the next available opportunity.
- They were unable to submit and wish to defer the assessment to the next available opportunity.
- They are unable to submit on time and wish to have the late penalties removed.
- Their circumstances affected their performance in the assessment and wish this to be taken



Reasons that are foreseeable and therefore a student should plan for and manage include:

- Computer or printer failure
- Competing deadlines from other work/revision
- Social engagements
- Travel that is not within 24 hours of the assessment deadline
- Employment or volunteering
- Time to relax to avoid stress
- Feelings of typical levels of stress due to pressure of deadlines.
- Time taken in polishing the presentation of the document (this is always substantial and should be planned for).
- This list is not exhaustive.

Below are some examples of valid extenuating circumstances:

- Acute illness within 2 weeks of the deadline.
- Family emergency/bereavement within 2 weeks of the deadline.
- Childcare emergency on day of assessment or within 2 weeks of the deadline
- Independently verifiable travel disruption on day of submission.
- A serious or significant medical condition or illness
- The serious illness or death of a close person
- Serious, unexpected disruption of personal life such as family break-up; domestic abuse; unexpected childcare problems or being a victim of a significant incident/crime

Removal of Late Penalties

Where a student considers that because of illness or other good cause, there are valid reasons for seeking the removal of late penalties, the student may apply for extenuating circumstances.

Reasons for the removal of late penalties are typically unexpected short-term circumstances that are exceptional and beyond a student's control, and which may have an adverse impact on their ability to complete the assessment on time. They typically will occur close to the assessment deadline.

There may be reasons why it's not appropriate to grant the removal of late penalties. This could be because of:

- the format of the assessment (such as 'process' assessments)
- the learning outcomes it is assessing
- in fairness to the rest of the cohort

Deferral and performance affected

Students should note that depending on the next available sitting, a deferral may affect their ability to progress to the next level/year of study.

Non-student submission of claims

In exceptional circumstances (e.g. injury or illness is preventing a claim to be made), where the School has been made aware of circumstances affecting a student and the student is unable or unwilling to submit an Extenuating Circumstances claim, then a school representative may submit it on behalf of the student if they believe it is in the student's best interests. In these exceptional circumstances a statement from the proposing member of staff will be taken, in the interim, as the evidence required.

It is the student's decision as to whether they then accept the decision of the Panel. Should the student accept the decision, they will be expected to provide the relevant evidence in due course.

Process Assessments

Where a student has had extenuating circumstances that have affected them for the majority of the term and this has meant that they have not been able to take up the opportunity to complete all tasks within a process assessment, then the EC Panel may authorise a reduction in the number of tasks required by one task only.

Extenuating Circumstances Procedure

The application for Extenuating Circumstances can be made at any point up to 5 working days before the Examination Board, however students are encouraged to submit claims as soon as they are able.

The School aims to process Extenuating Circumstances applications on a monthly basis.

Where an application for Extenuating Circumstances is received after the assessment deadline, a student will be required to explain why the application could not have been submitted before the deadline

Students should be aware that when submitting an Extenuating Circumstances claim they may not receive a decision on it in advance of the assessment deadline. Students should therefore be confident in the robustness of their claim i.e. that it meets the criteria set out above and is supported by evidence.

If in any doubt, students should continue to submit their assessment whilst awaiting a decision from the Extenuating Circumstances Panel.

Students are encouraged to submit and to submit on-time whenever possible.

A request for Extenuating Circumstances should be made to the Extenuating Circumstances Panel at extenuatingcircumstances@lis.ac.uk or using the on-line form including:

- i. Student name;
- ii. Student number;
- iii. Contact details;
- iv. Which assessment component the student is applying for ;

- v. Extenuating circumstances on which the student is relying to justify the deferral, supported by objective and authoritative evidence (e.g., from a qualified medical practitioner).

The Extenuating Circumstances Panel must be satisfied that:

- a. The illness or other good cause would render the student unfit for or prevent them from submitting or attending the assessment; or
- b. The illness or other good cause would prevent the student from submitting the assessment on time; or
- c. That the illness or other good cause would have a significant and adverse impact on the student's performance in the assessment.

Where a condition is enduring (i.e., lasting for 12 months or more), candidates with specific learning differences and/or disabilities or medical conditions are encouraged to disclose this to the Student Support Department, in line with the School's [Disability Policy](#), in order to access an agreed and signed learning contract, which includes recommendations for examination and assessment concessions. This is *typically* required at least one month before the date of the examination or assessment, to ensure that any reasonable adjustments are considered and accommodated. In all cases, evidence from a GP, doctor or consultant, educational psychologist or equivalent will be required.

An Extenuating Circumstances application, if accepted, will normally only cover examinations and assessments within the dates specified in the application.

The Extenuating Circumstances Panel must be satisfied that the integrity of the assessment process has not been undermined or that the student has not gained an unfair advantage over other students in being granted an extenuating circumstance.

Students are required to complete their programme in accordance with the time limits set out in the School's [Registration Policy](#). Deferrals do not extend the permitted maximum period for completing an award programme.

Consideration by the Board of Examiners

The Extenuating Circumstances Panel shall confirm to the Examination Board where extenuating circumstances have been granted.

Upon receipt of recommendations from the Panel, the Board of Examiners or its subsidiary board will decide whether to:

- a. Provide a student with the opportunity to take the affected assessment(s) as if for the first time, allowing them to be given the full marks achieved for the examination or assessment, rather than imposing a cap (deferral);
- b. Confirm the removal of late penalties;
- c. Determine that there is sufficient evidence of the achievement of the intended learning outcomes from other pieces of assessment in the module(s) for an overall mark to be derived;
- d. Note the accepted extenuating circumstances for the module(s) and recommend that it is taken into account at the point of award and classification.

Students should be aware that marks will not be altered or changed as a result of any accepted Extenuating Circumstances claim.

The Board of Examiners, depending on the circumstances, may exercise discretion in deciding on the particular form any deferral assessment should take. Typically, this is a reassessment at the next available opportunity however other options are a *viva voce* examination (designed to show whether the student has satisfied the programme learning outcomes), additional assessment tasks (designed to show whether the student has satisfied the programme learning outcomes) and review of previous work. The student will not be put in a position of unfair advantage or disadvantage: the aim will be to enable the student to be assessed on equal terms with their cohort.

Self-Certification for Short Extensions up to 72 Hours

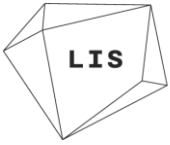
LIS permits students to self-certify extensions of up to 72 hours where there are short-term, unavoidable issues that require a short amount of additional time.

Students may self-certify for a short extension to coursework submission deadlines under the following conditions:

- i. A self-certified extension provides up to an additional 72 hours from the original deadline.
- ii. Each student may use a maximum of two (2) self-certified extensions per academic year.
- iii. Self-certification is available only for individual summative assessments. It does not apply to process assessments, exams, presentations, group assessments, or other time-limited assessments.
- iv. Requests must be submitted via the designated online form before the original submission deadline.
- v. No evidence is required but a reason must be provided. The extension will be automatically approved provided the student has remaining entitlement.
- vi. Self-certification can be used for an individual assessment or for multiple assessments due on the same day. A single use of self-certification cannot be used to cover multiple days, even if there are multiple assessments due for the same module.
- vii. Further extensions require an Extenuating Circumstances claim with supporting evidence.

Where students are impacted by serious, long-term, or repeated circumstances, or have exhausted their entitlement, they must use the Extenuating Circumstances Policy.

Monitoring and evaluation



The Registrar will provide an annual report to the Academic Council summarising the cases that have been considered, the actions taken, a commentary on the effectiveness or otherwise of the procedures, and any recommendations for change. The Academic Council or its delegated subcommittee will authorise any changes to the Extenuating Circumstances Policy and Procedure.

Extenuating Circumstances Panel

There shall be an Extenuating Circumstances Panel.

Membership

1 x Module Leader

1 x Registrar or nominee (chair)

Wellbeing Manager

In attendance: Programme Officers

Quorum: Two members, one of whom shall act as secretary.

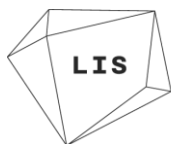
Frequency: As required.

Voting and recommendations: It is expected that the Panel shall reach agreement after due consideration. Where an agreement cannot be reached on a specific case then the Registrar will nominate a third member of staff to consider the case.

Terms of reference

The Panel shall determine whether a student should have late penalties removed or may defer a formal summative assessment on the basis of Extenuating Circumstances. In making its decision the Panel will take into account:

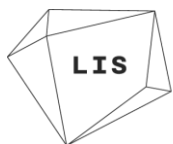
- Whether the application was submitted in accordance with the guidelines and deadlines set out in the policy;
- Whether the application is supported by objective and authoritative evidence (e.g., from a qualified medical practitioner);
- Whether the illness or other good cause would render the student unfit to complete the assessment; *and*
- That the illness or other good cause with either
 - Have a significant and adverse impact on the student's performance in the examination or assessment; *or*
 - Would prevent the student from sitting the examination or assessment
- Where the Extenuating Circumstances Panel is satisfied that the above conditions have been met, the student will be withdrawn from the examination or assessment and deferred to the next assessment sitting.
- The Extenuating Circumstances Panel shall keep a record of deferrals granted and make these available to the Registry.



Version Control

Name of policy/procedure:	Extension and Extenuating Circumstances Policy and Procedure
Document owner:	A Redford, Head of Quality
Date Originally Created:	01/2019
Related documents: (eg associated forms, underpinning processes, related policies or overarching policies)	Extenuating Circumstances Panel: Membership and Terms of Reference Disability Policy Academic Appeals Procedure Registration Policy Assessment and Classification Framework Examinations and Assessments Regulations and Procedures for Students

Version Control				
Version	Author	Date	Brief summary of changes	Effective
1	Hannah Kohler (Director of Admissions Student Support)	13/01/2019	Original draft	
2	Prof. Carl Gombrich (Director of Teaching and Learning)	10/03/2019	Minor wording changes	
3	Prof. Chris Maguire (Registrar)	20/06/2019	Minor edits.	
4	Hannah Kohler (Director of Admissions and Student Support)	23/06/2019	Removed flexible deadlines for assessment.	
5	Hannah Kohler (Director of Admissions and Student Support)	24/06/2019	Revision of Extenuating Circumstances process to align with Academic Appeals Procedure. Added section on release of results. Alteration of reasonable adjustments section to align with Disability Policy and to clarify link to Academic Appeals Procedure.	
6	Prof. Chris Maguire (Registrar)	28/06/2019	Minor wording changes	



7	Hannah Kohler (Director of Admissions and Student Support)	15/08/2019	Establishment of Extenuating Circumstances Panel to deal with deferral/ extension requests	
8	Academic Council	18/12/2019	Requires review given need for update of all general academic regulations in light of decision to pursue NDAPs	
9	Hannah Kohler (Director of Admissions and Student Support)	04/01/2020	Removal of references to validating partner.	
10	Academic Council	16/03/2020	Approved	
11	Dr Andrew Redford (Head of Quality)	08/2021	Minor changes of job titles	2021-2022
12	Regulatory Working Group	Chair's action on 09/02/2022	Additional guidance on examples of circumstances relevant and not relevant to ECs and extensions. Reordering of document for clarity of process	2021-2022, term 2
13	Regulatory Working Group	Chair's action on 14/06/22	Removal of fit to sit policy Clarification of use of extenuating circumstances	2022-2023 onwards
14	A Redford, Head of Quality	RWG chairs action 08/09/2022	Removal of backdated extensions, extensions approval change to Faculty Manager	2022-2023 onwards
15	A Redford, Head of Quality	PRC: 17/05/2023	Inclusion of EC Panel terms of reference	2023-2024 onwards
16	A Redford, Head of Quality	AC, 03/07/2024	Removal of extensions	2024-2025 onwards
17	B Cuming, Quality Manager	AC, 17/09/2025	Addition of 3-day self-certified extensions for summative assessments	2025-2026 onwards