

Extenuating Circumstances Policy and Procedure

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At a glance

Extenuating Circumstances (ECs) normally address time-limited circumstances, or an unexpected change in the impact of an ongoing circumstance, that are outside a student's reasonable control and have a significant adverse impact on their ability to prepare for, undertake, attend or submit an assessment. Ongoing support needs are normally addressed through other arrangements, such as a Student Support Plan (SSP).

Students should:

- use a **self-certified 72-hour extension** (maximum two per academic year) where they need a short amount of additional time and the assessment is eligible;
- submit a **formal EC claim** where circumstances have had a more significant impact, where more than 72 hours is needed, where they have missed or cannot undertake an assessment, or where late penalties should be removed;
- submit claims **as soon as reasonably possible**, normally before the relevant assessment deadline, and in cases where this is not possible, a maximum of two-weeks after the deadline; and
- provide proportionate and appropriate supporting evidence where reasonably available.

The maximum period for submitting a claim after the assessment deadline is normally two weeks, subject to the Examination Board cut-off set out in this Procedure. This may be extended to three weeks where the student's Student Support Plan (SSP) specifically provides for the additional time.

A formal EC claim may result in:

- removal of late penalties;
- an extension of up to two weeks
- deferral to the next scheduled assessment opportunity, usually in the summer resit period;
- referral to appropriate support services.

Submitting an EC claim does not itself change an assessment deadline or excuse attendance. Students should continue to undertake or submit assessments where they are reasonably able to do so until an outcome has been confirmed.

Students who disagree with an EC decision may request an internal review within **5 working days** of being notified of the decision.

Purpose

The School recognises that students may experience circumstances that significantly affect their ability to prepare for, undertake, attend or submit an assessment.

This Policy and Procedure explains:

- what the School considers to be Extenuating Circumstances;
- the support and mitigation available;
- how and when students should make a claim;
- what evidence may be required;
- how claims are considered and decided;
- the outcomes that may be applied; and
- how students may request a review of a decision.

The purpose of Extenuating Circumstances is to ensure that a student who has been significantly affected by circumstances outside their reasonable control has a fair opportunity to demonstrate achievement of the relevant learning outcomes.

Extenuating Circumstances do not lower academic standards and will not result in additional marks being awarded to compensate for the circumstances experienced.

What are Extenuating Circumstances?

Extenuating Circumstances are circumstances that:

- are usually timebound or time-limited;
- are outside the student's reasonable control;
- are unexpected or unexpectedly severe; and
- have a significant adverse impact on the student's ability to prepare for, undertake, attend or submit an assessment.

A circumstance does not have to have been wholly unforeseeable. A known or foreseeable situation may still constitute Extenuating Circumstances where its timing, severity or impact was unexpected.

Where a student has completed an assessment, Extenuating Circumstances may also be considered where the circumstances materially impaired the student's ability to demonstrate the relevant learning outcomes. Where such a claim is accepted, the affected attempt will be set aside and the student will be permitted to undertake the assessment again at the next scheduled opportunity. Where the student has not yet received their mark and feedback, they may be permitted to revise and resubmit the original assessment. Where the mark and feedback have already been released, the student will be required to complete an alternative assessment that assesses the same learning outcomes.

Receiving a mark that is lower than expected is not, in itself, evidence that a student's performance was affected by Extenuating Circumstances.

Examples of Extenuating Circumstances

Examples of circumstances that may constitute Extenuating Circumstances include:

- acute or significant illness or injury;
- an unexpected deterioration or acute episode associated with an existing health condition or disability;
- serious illness or death of a person close to the student;
- a significant family or personal emergency;
- being the victim of a serious incident or crime;
- unexpected caring or childcare emergencies;
- significant and independently verifiable travel disruption to a live or in-person examination;

Examples of circumstances that **will not** normally constitute Extenuating Circumstances include:

- routine computer, equipment or printer failure where reasonable alternatives or back-up arrangements could have been made;
- competing assessment deadlines or normal academic workload;
- social engagements;
- holidays or personal travel;
- employment or volunteering commitments;
- normal levels of stress or pressure associated with assessment deadlines; or
- insufficient time allowed for completing, checking, formatting or submitting an assessment.

These examples are illustrative and not exhaustive. Claims will be considered according to the circumstances, timing and impact in each case.

Extenuating Circumstances and Reasonable Adjustments

Where a disability, health condition or other circumstance is ongoing or can reasonably be anticipated, students are encouraged to contact Student Support as early as possible so that appropriate support and reasonable adjustments can be considered under the School's Disability Policy.

Having an ongoing condition does not prevent a student from submitting an Extenuating Circumstances claim. A claim may be appropriate where there has been:

- an unexpected deterioration;
- an acute episode;
- an unexpectedly severe impact; or
- an impact that could not reasonably have been addressed through existing reasonable adjustments.

Students with a Student Support Plan are subject to the same evidence requirements set out in this Procedure. Where Student Support already holds relevant information relating to an ongoing condition or circumstance, students will not normally be expected to provide the same evidence again. Where additional evidence cannot reasonably be obtained, the student should explain why.

If an ongoing condition or set of circumstances are preventing a student from engaging with their assessments, Extenuating Circumstances may not be the appropriate route to obtain additional time for their assessments. The decision-maker may refer a student to Student Support where they identify that additional or ongoing support may be appropriate. A more appropriate support route may be through a new, temporary, or adjustment to a Student Support Plan. The Panel may refer students to Student Support where it identifies this may be appropriate.

Student Support may provide appropriate evidence to the Extenuating Circumstances Panel without disclosing unnecessary confidential or sensitive information.

Self-certified 72-hour extensions

Students may self-certify for a **72-hour extension** where a short-term and unavoidable circumstance means that a limited amount of additional time is required.

A self-certified extension:

- provides an additional 72 calendar hours from the original submission deadline;
- may be used on a maximum of two occasions in each academic year;
- does not require supporting evidence, although the student must provide a reason;
- must be requested through the designated online form before the original submission deadline; and
- is automatically approved where the student has remaining entitlement and the assessment is eligible.

The 72 hours include weekends and School closure days.

One use of self-certification may cover multiple eligible assessments where they share the same original submission deadline. This will count as one of the student's two annual uses.

Self-certified extensions cannot be used consecutively for the same assessment. A student cannot therefore use both annual entitlements to extend the same assessment by 144 hours.

Self-certification is not available for:

- examinations;
- presentations;
- vivas;
- group assessments; or
- other time-limited assessments.

Where 72 hours is insufficient, the student may submit a formal Extenuating Circumstances claim relating to the same assessment and circumstances.

Where that claim is accepted, the formal EC outcome will supersede the self-certified extension. Once the original submission deadline has passed, a self-certified extension cannot be requested retrospectively. Students cannot submit a 72 Hour extension request to gain additional time on an extension or deferral already approved under this procedure.

Making a formal Extenuating Circumstances claim

Students should submit a formal EC claim as soon as reasonably possible after becoming aware that their circumstances are affecting an assessment. Claims should be submitted using the designated online form.

The student should identify:

- The module title(s);
- the assessment(s) affected;
- the circumstances experienced;
- date or period the circumstances occurred;
- How the circumstances were outside the student's reasonable control, and unexpected;
- how the circumstances affected their ability to prepare for, undertake, attend or submit the assessment; and
- any outcome they are seeking.

The student may indicate a preferred outcome, but the appropriate mitigation will be determined by the decision-maker under this Policy.

A single claim may cover multiple assessments affected by the same circumstances. The student should identify each assessment affected.

A claim may be accepted in full, accepted in part, or rejected. Where further information, evidence or clarification is required before a decision can be made, the claim may be returned to the student for this purpose. Different outcomes may be applied to different assessments where appropriate.

Students are not required to quantify the impact of their circumstances in marks or to demonstrate what mark they believe they would otherwise have achieved.

When claims must be submitted

Students should normally submit an EC claim before the relevant submission deadline or scheduled assessment. Where this is not possible, the claim should be submitted as soon as reasonably practicable afterwards, and within a maximum of two weeks after the assessment deadline, or three weeks where the student's Student Support Plan specifically provides for the additional time. Where a claim is submitted after the affected assessment, the student must explain why they could not reasonably have submitted the claim earlier. A late claim may be accepted where the decision-maker is satisfied that there is a reasonable explanation for the delay.

Relevant factors may include:

- the nature and severity of the circumstances;
- whether the circumstances affected the student's ability to engage with the procedure;
- when the student became aware of the circumstances or their impact; and
- whether supporting evidence could reasonably have been obtained earlier.

Regardless of the timeframes above, claims must be received no later than 15 consecutive days before the relevant Examination Board. Where this deadline falls within the usual two- or three-week claim period, the Examination Board deadline will take precedence. Claims submitted after this point will normally need to be considered through the Academic Appeals Procedure. Receiving a disappointing result does not itself constitute Extenuating Circumstances and does not provide a reasonable explanation for delaying a claim.

Where results have already been released, the student must still demonstrate that the circumstances and impact existed independently of the mark subsequently awarded. In such cases, students may be required to submit a new assessment.

Evidence

Formal EC claims should normally be supported by evidence where this is reasonably available. The nature and amount of evidence required should be proportionate to the claim. Where reasonable and practicable, supporting evidence should be independent or provided by an appropriate professional or service.

Appropriate evidence may include:

- medical or healthcare evidence;
- official or legal documentation;
- evidence relating to bereavement, such as a death certificate or funeral order of service;
- evidence of travel disruption;

- contemporaneous correspondence or records; or another form of evidence that reasonably supports the student's account and can be independently verified.

Medical evidence is not automatically required for a health-related claim where another reliable form of evidence is sufficient.

Where evidence cannot reasonably be obtained, the student should explain why. The decision-maker may consider the information available and determine whether it is sufficient to reach a decision. Where further information or evidence is reasonably required, Registry may request this from the student.

The student will normally have **5 working days** to provide the requested information. A longer period may be allowed where there is a reasonable explanation, or the evidence cannot reasonably be obtained within that timeframe. Where the student does not provide the requested information within the deadline, or any agreed extension, the claim will be determined on the information available.

Claims made on a student's behalf

Students are normally expected to submit their own EC claim. In exceptional circumstances, where a student is unable to make a claim themselves, an appropriate member of staff or another person may raise the circumstances with the School on the student's behalf. Where reasonably possible, the student's agreement should be obtained.

Where the student is temporarily unable to provide agreement and action is necessary to protect their academic position, the School may act without prior agreement. The student may subsequently be asked to provide further information or evidence where reasonably necessary.

While a claim is being considered

Submitting an EC claim does not itself:

- extend an assessment deadline;
- excuse attendance at a scheduled assessment;
- remove a late penalty; or
- confirm a deferral.

Until an outcome has been confirmed, students should continue to undertake or submit assessments where they are reasonably able to do so. Where work is submitted late while an EC claim is pending, the normal late penalty may be applied.

If the EC claim is subsequently accepted and removal of the late penalty is approved, the penalty will be removed and the recorded result corrected administratively. This does not constitute a change in academic judgement.

How formal claims are considered

The Registrar has overall responsibility for the operation of this Policy and Procedure. Registry is responsible for its administration. Formal claims may be determined:

- under delegated authority by an appropriately trained Registry member designated by the Registrar; or
- by the Extenuating Circumstances Panel.

The decision-maker must be satisfied, on the information available, that the EC criteria are met. In considering a claim, the decision-maker will consider:

- whether the circumstances are sufficiently established;
- whether they were outside the student's reasonable control;
- whether they were unexpected or unexpectedly severe;
- whether they occurred at a time relevant to the assessment; and
- whether they had a significant adverse impact on the student's ability to prepare for, undertake, attend or submit the assessment.

Where impaired performance is claimed, the decision-maker must additionally be satisfied that the circumstances materially impaired the student's ability to demonstrate the relevant learning outcomes.

Delegated decisions

A formal claim may be determined under delegated authority where:

- the circumstances clearly fall within the EC criteria;
- the evidence or information is sufficient and straightforward;
- there is no material dispute about the circumstances or their timing;
- the outcome sought or considered appropriate is a standard remedy under this Policy; and
- the case does not require wider academic or collective consideration.

These will normally be cases where the circumstances, their impact on the student, and the supporting evidence are sufficiently clear for the claim to be approved without further consideration by the Panel. For example, this may include:

- a bereavement or other serious personal circumstance supported by appropriate evidence;
- an acute illness or medical emergency supported by appropriate professional evidence; or

- another circumstance where the student's account and the available independent or professional evidence clearly demonstrate that the EC criteria are met.

A delegated decision-maker may:

- approve a claim;
- refer the claim to the Extenuating Circumstances Panel.

A claim may only be rejected by the Extenuating Circumstances Panel. Where a delegated decision-maker is not satisfied that a claim can be approved under delegated authority, the claim must be referred to the Panel for consideration.

Standard outcomes that may be approved under delegated authority are:

- removal of late penalties;
- up to two-week extension;

A claim must be referred to the Panel under all other circumstances, such as where:

- there is material uncertainty about whether the EC criteria are met;
- the circumstances or evidence are complex or materially disputed;
- a non-standard outcome may be required;
- academic input is required about assessment design, learning outcomes or fairness;
- there is a potential conflict of interest;
- the circumstances raise a wider procedural or support issue requiring collective consideration; or
- the delegated decision-maker otherwise considers Panel consideration necessary.

Repeated EC claims are not, by themselves, a reason to reject or refer a claim. Where repeated claims indicate that a student may require longer-term support, Registry may signpost or refer the student to Student Support.

Extenuating Circumstances Panel

There shall be an Extenuating Circumstances Panel to consider cases that require collective consideration.

The Panel will normally comprise three members:

- the Registrar or nominee, who will act as Chair;
- an appropriate academic member of staff; and
- an appropriate member of staff with responsibility for student support or wellbeing.

The Panel will normally consider cases with all three members present. The quorum is two members, one of whom must be the Chair or nominee. Where a case is considered by two members, both members must agree on the decision. Where they cannot agree, a third eligible member must be appointed and the case determined by majority decision.

A Panel member must not participate where:

- they have had material involvement in the assessment or circumstances under consideration;
- the outcome could reasonably be seen as affecting their own responsibilities or interests; or
- there is another actual or reasonably perceived conflict of interest.

An alternative member will be appointed where necessary.

Panel members will receive only the information and evidence reasonably necessary to determine the claim. Where Student Support holds particularly sensitive information, it may provide appropriate confirmation without disclosing the underlying information.

Cases referred to the Panel will be considered **as soon as reasonably practicable**, with priority given where delay could affect an upcoming assessment, progression or an Examination Board. Once the Panel has met, the student will normally be notified of the decision and reasons within **5 working days**.

Decision-making timescales

A complete claim determined under delegated authority will normally be decided within **10 working days**. Where additional evidence or information has been requested from the student, the decision-making timeframe will normally pause until the information is received or the deadline for providing it has passed. Cases referred to the Panel may take longer where time is required to convene the Panel.

Where a decision cannot be made within the normal timeframe, the student should be informed of the reason for the delay and, where possible, the expected timeframe for a decision.

Outcomes

The standard outcomes are:

- removal of late penalties;
- up to two-week extension;
- deferral to the next scheduled assessment opportunity, usually in the summer resit period;

Where consideration of an EC claim indicates that there may be concerns about a student's ability to engage safely or effectively with their studies, the decision-maker may refer the matter for consideration under the School's Fitness to Study Procedure. This is separate from any mitigation awarded under this Procedure.

An accepted EC claim will not result in marks already awarded being increased. Any other exceptional academic outcome must be permitted under the Academic Regulations.

Removal of late penalties

Removal of late penalties may be appropriate where:

- the student was able to complete and submit the assessment;
- the assessment was submitted after the deadline; and
- accepted Extenuating Circumstances significantly affected the student's ability to submit on time.

This Policy does not determine whether a late assessment can still be accepted for submission. Whether work can be accepted after the deadline is determined by the Academic Regulations and any applicable assessment or submission rules. Extenuating Circumstances may remove a late penalty from a valid submission but cannot make an otherwise invalid submission valid.

Extension of up to two weeks

An extension may be appropriate where accepted Extenuating Circumstances have significantly affected a student's ability to complete an assessment by the original deadline, but where the student is reasonably able to complete the assessment with additional time.

An extension is only available where the nature of the assessment permits a later submission. Where an assessment takes place at a fixed time, or cannot reasonably be completed at a later date, another appropriate outcome, such as a deferral, will be considered.

An extension may be granted for a period of **up to two weeks from the original submission deadline**. The length of the extension should be proportionate to the circumstances and their impact on the student.

Where an extension is granted:

- the revised date becomes the student's submission deadline and no late penalty will apply to work submitted by that date;
- any existing 72-hour self-certified extension will be superseded by the EC extension and will not be added to it. The maximum extension available under this Procedure is two weeks from the original submission deadline;

- where the decision-maker considers that an extension of up to two weeks would not provide appropriate mitigation, a deferral or other available outcome should be considered instead.

Where a student's circumstances continue, worsen or otherwise mean that they are unable to submit within the extended period, a further extension beyond the two-week maximum will not normally be granted. The student should submit or update their EC claim so that another appropriate outcome, such as deferral, can be considered.

Where a claim is considered after the period for which an extension could have been granted has already passed, an extension will not normally be applied retrospectively. The decision-maker should instead consider whether another available outcome, such as removal of late penalties or deferral, is appropriate.

Deferral

A deferral may be appropriate where accepted Extenuating Circumstances mean that the student:

- could not undertake, attend or submit the assessment;
- was not reasonably able to demonstrate the relevant learning outcomes; or
- materially impaired their performance in the assessment.

A deferred assessment will be taken at the **next scheduled opportunity at which the assessment, or an appropriate equivalent, is available.**

The form of the deferred assessment is determined through the School's normal academic processes and in accordance with the Academic Regulations. A deferred assessment will be treated as a first attempt, and the mark will not be capped. Where impaired performance has been accepted, the affected attempt will be set aside. The student cannot subsequently choose to retain the original mark instead of undertaking the deferred assessment.

A deferral may affect progression, completion or graduation. Any such consequences are determined under the Academic Regulations. A deferral does not itself extend the maximum period of registration. Any extension to the maximum registration period must be considered separately under the Registration Policy or Academic Regulations.

Notification of decisions

Students will be informed in writing whether their claim has been:

- accepted;
- accepted in part;
- rejected.

Where further information, evidence or clarification is required before a decision can be made, the student will be notified separately of what is required and the timeframe for providing it.

The notification will normally explain:

- the decision;
- the assessment or assessments covered;
- any mitigation approved;
- any action the student is required to take; and
- how the student may request a review of the decision.

Where a claim is rejected, or where different mitigation from that sought by the student is applied, the student will be given a brief explanation of the reasons. A brief rationale must be recorded for all formal EC decisions, whether made under delegated authority or by the Panel.

Withdrawal of a claim

A student may withdraw an EC claim at any point before a decision is made. Once a decision has been made and mitigation applied, the claim cannot normally be withdrawn simply because the student subsequently prefers their previous academic position.

Internal review of an EC decision

A student may request an internal review of an EC decision where they believe that:

- there was a material procedural or administrative error in consideration of the claim;
- relevant evidence provided with the original claim was not properly considered;
- the decision was unreasonable on the information available at the time; or
- there is new evidence that the student could not reasonably have provided before the original decision.

A review is not an opportunity to have the same claim reconsidered simply because the student disagrees with the outcome. New evidence will not normally be accepted where it was reasonably available to the student before the original decision but was not submitted.

A request for review must normally be submitted within **5 working days** of notification of the EC decision. A late review request may be accepted where the student provides a reasonable explanation for the delay.

The review will be undertaken by the Registrar or an appropriately senior nominee who was not involved in the original decision. Where the Registrar was involved in the original decision, the review must be undertaken by an appropriately senior nominee.

The reviewer must:

- not have participated materially in the original EC decision; and
- have no other actual or reasonably perceived conflict of interest.

Ordinary previous contact with or support for the student does not, by itself, constitute a conflict. The reviewer may:

- confirm the original decision;
- substitute a different decision; or
- refer the claim back for reconsideration.

The review will normally be completed and the student notified of the outcome within **10 working days of receipt of a complete review request**.

Where this is not possible, the student will be informed of the reason for the delay and the expected timeframe.

Once the internal review process under this Policy has been completed, a student may submit an academic appeal where one or more of the grounds set out in the Academic Appeals Procedure applies

Examination Boards

The Extenuating Circumstances decision-maker will ensure that relevant EC outcomes are communicated to the Examination Board. The Examination Board is informed of and records EC outcomes as part of the student's academic record.

The Examination Board does not approve, amend or reconsider decisions made under this Policy. Personal details about the student's underlying circumstances will not normally be provided to the Examination Board.

Any exceptional powers available to an Examination Board in relation to assessment, progression, award or classification are determined by the Academic Regulations.

Confidentiality and information sharing

EC claims may contain sensitive personal information. Information will be handled confidentially and shared only with staff who reasonably require it to:

- determine the claim;
- implement an outcome;
- provide necessary academic advice;
- support the student; or
- fulfil the School's legal or regulatory responsibilities.

Where practicable, information provided to the Panel or other decision-makers should be limited to that necessary to consider the claim. Where academic advice is required, only the information necessary to obtain that advice should be shared.

Records relating to EC claims and decisions will be retained in accordance with the School's applicable records-retention and data-protection requirements.

Extenuating Circumstances and academic misconduct

Extenuating Circumstances and academic misconduct are separate processes. Accepted Extenuating Circumstances do not determine whether academic misconduct has occurred.

Where an academic misconduct concern arises, it will be considered under the Academic Integrity and Misconduct Policy and Procedure. The existence of an academic misconduct process does not, by itself, determine whether an EC claim meets the criteria under this Policy

Monitoring and evaluation

The Registrar will provide an annual report to Academic Council on the operation of this Policy and Procedure. The report should include, as appropriate:

- the number and broad type of formal EC claims received;
- overall outcomes;
- use of self-certified extensions;
- the proportion of decisions made under delegated authority and by the Panel;
- the number and outcomes of internal reviews;
- timeliness of decision-making;
- broad patterns or trends;
- any equality or student-support issues identified;
- issues arising from operation of the procedure; and
- recommendations for improvement.

Information presented to Academic Council should be aggregated or anonymised so that individual students are not identifiable. Academic Council or its delegated body will approve material changes to this Policy and Procedure.

Related documents

This Policy and Procedure should be read alongside the:

- Academic Regulations;
- Academic Appeals Policy and Procedure;
- Academic Integrity and Misconduct Policy and Procedure;
- Disability Policy;
- Registration Policy;
- Marking and Moderation Policy; and
- any applicable assessment, submission and student-support guidance.

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)	Disability Policy Academic Appeals Policy and Procedure Registration Policy Academic Regulations

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
18	B Cuming, Quality Manager	AC, 10/09/2026, Chair's Action	Comprehensive review and update. Clarified eligibility, evidence requirements and claim deadlines; introduced delegated decision-making for straightforward cases; expanded mitigation options to include extensions of up to two weeks;	2026- 2027 onwards

			introduced an internal review process.	
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