

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

Students who are impacted by unforeseen and unpreventable circumstances have essentially two options:

- Request an extension (maximum 2 weeks) to their assessment (i.e. coursework)
- Submit a claim for Extenuating Circumstances

Extension Procedure

Where a student considers that because of illness or other good cause, there are valid reasons for seeking an extension to the deadline for handing in an assessment, the student may apply for an extension of the deadline.

Reasons for coursework extensions 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 an extension. This could be because of:

- the format of the assessment
- the learning outcomes it is assessing
- in fairness to the rest of the cohort

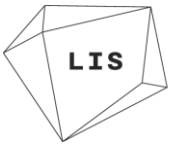
The principle for allowing an extension to a deadline such that a student can submit without a marks penalty is that the cause of the delay was **unforeseeable** and **unpreventable** and can be **evidenced**.

Below are some examples of such 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.

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).

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 either an extension request or 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 where an extension or deferral opportunity is granted. Should the student accept the extension or deferral, they will be expected to provide the relevant evidence in due course.

Applying for an Extension

The application for an extension must be:

- a. Received *usually* before the deadline for the assessment;
- b. Made by submitting on-line a completed 'Extensions Request Form' which should include:
 - i. Student name;
 - ii. Student number;
 - iii. Contact details;
 - iv. Which assessment component the student is applying for an extension for;
 - v. The basis on which the student is relying to justify the extension, supported by objective and authoritative evidence (e.g., from a qualified medical practitioner).

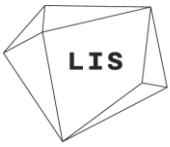
The Extension request will be determined by the Faculty Manager.

In exercising their discretion, the Faculty Manager must be satisfied that the illness or other good cause would prevent the student from completing and submitting the assessment within the timeframe permitted for the assessment. Where the Faculty Manager is satisfied that this condition has been met, a new submission deadline will be set.

The Extension may be no more than 2 weeks (14 days, including bank holidays) from the date of the original deadline.

If a student is unable to complete the assessment within the extension period then they should submit a claim of extenuating circumstances to the Extenuating Circumstances Panel.

No assessment will be accepted for submission after other students on the module have received their feedback on the assessment.



No extension deadline will be set that is after other students on the assessment have received feedback.

A student may typically only request one extension per assessment. An exception to this is where a student has additional time as part of a Learning Contract and experiences different extenuating circumstances to those in their Learning Contract.

If further unforeseen circumstances arise during an extension period that prevents a student from submitting by the extension deadline, then they should submit extenuating circumstances to request a deferral from the Examination Board.

The Faculty Manager should *aim* to provide a decision to the student on their extension request no later than 48 hours after submission of the request.

If granted an extension, then students must submit by the extended deadline otherwise penalties for late submission will be applied.

If a student is refused an extension, then the original deadline will be applied.

Any extension is from the date of the original submission deadline.

Extenuating Circumstances Procedure

Where extenuating circumstances have impaired a student's ability to prepare for, or submit an examination or assessment, the student may apply to the [Extenuating Circumstances Panel](#).

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.

Extenuating circumstances allows for students to:

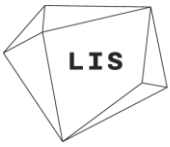
- (i) Receive a deferral if an assessment has not been submitted.
- (ii) Receive a deferral if the assessment has been submitted but the student's performance has been affected.

The following reasons, when supported by evidence, would typically allow for a successful extenuating circumstance claim:

- 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
- Significant transport difficulties that prevent a student attending an in person, onsite assessment such as an examination or oral presentation.

This list is not exhaustive.

The following will **not** normally be considered as extenuating circumstances:



- Circumstances that have affected the majority of the term and where the student should consider requesting a leave of absence before the end of teaching.
- Minor ailments such as sore throats, colds, headaches, hangovers
- Long term illness or disability where special arrangements have already been made for assessments or where such arrangements could have been made if the School had been made aware at the appropriate time
- Circumstances catered for by the extension process
- Examinations and/or assessment deadlines on the same or consecutive days
- IT or other computer issues
- Poor time management or misunderstanding of deadlines and dates
- Lack of understanding and/or use of language
- Personal or domestic events which could have been anticipated and planned otherwise such as moving house, routine childcare, holidays, weddings, paid employment
- Death or illness of pets
- Claims without satisfactory supporting evidence
- Claims which do not state how the student's performance in assessments has been affected.

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 are unable to submit on time or by the end of the extension period and wish to defer the assessment to the next available opportunity.
- Their circumstances affected their performance in the assessment and wish this to be taken into account by the Examination Board.

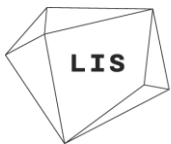
Students should note that depending on the next available sitting, a deferral may affect their ability to progress to the next level/year of study.

The application for Extenuating Circumstances can be made at any point up to 5 working days before the Examination Board.

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.

A request for Extenuating Circumstances should be made to the Extenuating Circumstances Panel at extenuatingcircumstances@lis.ac.uk, 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 to enter the examination or submit the assessment; and
- b. That the illness or other good cause would either:
 - i. Have a significant and adverse impact on the student's performance in the examination or assessment; *or*
 - ii. Would prevent the student from sitting the examination or assessment.

The School aims to process Extenuating Circumstances applications on a twice termly 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.

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.

Where a student seeks to defer one or more but not all of the diet of examinations or assessments that they would normally be required to take within a single examination or assessment sitting, the student must provide evidence to justify the split of the examination and assessment diet. The Extenuating Circumstances Panel must be satisfied that the integrity of the examination process has not been undermined or that the student has not gained an unfair advantage over other students who have taken the full diet in one period.

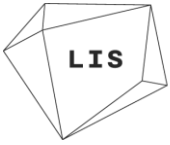
Students are required to complete their programme in accordance with the time limits set out in the School's [Registration Policy](#). Deferrals do not extend the permitted maximum period for completing an award programme.

Consideration by the Board of Examiners

The Extenuating Circumstances Panel shall make a confidential, written report of the Extenuating Circumstances applications and its recommendations.

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. 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;



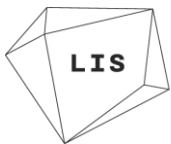
- c. Note the accepted extenuating circumstances for the module(s) and recommend that it is taken into account at the point of award and classification.

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.

Monitoring and evaluation

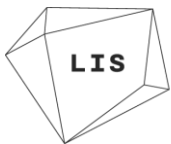
The Registrar will provide an annual report to the Academic Council summarising the cases that have been considered, the actions taken, a commentary on the effectiveness or otherwise of the procedures, and any recommendations for change. The Academic Council will authorise any changes to the Extension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



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. Re ordering 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