

## Extenuating Circumstances Panel

There shall be an Extenuating Circumstances Panel.

### Membership

1 x Module Leader nominated by the Director of Teaching and Learning

1 x non Faculty staff nominated by the Registrar.

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

**Frequency:** As required.

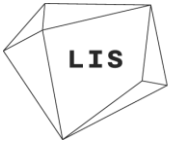
**Voting and recommendations:** It is expected that the Panel shall reach agreement after due consideration. Where an agreement cannot be reached on a specific case then the Registrar will nominate a third member of staff to consider the case.

### Terms of reference

The Panel shall determine whether a student may defer a formal summative assessment on the basis of Extenuating Circumstances, as set out in the [Deferral, Extension and Extenuating Circumstances Policy and Procedure](#).

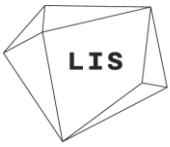
In making its decision the Panel will take into account:

- Whether the application was submitted in accordance with the guidelines and deadlines set out in the [Deferral, Extension and Extenuating Circumstances Policy and Procedure](#);
- 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- Where the Extenuating Circumstances Panel is satisfied that the above conditions have been met, the student will be withdrawn from the examination or assessment and deferred to the next assessment sitting.
- 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 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.
- The Extenuating Circumstances Panel shall keep a record of deferrals granted and make these available to the Registry.



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The Extenuating Circumstances Panel shall report to the Academic Council on an annual basis.



## Version Control

<b>Name of policy/procedure:</b>	<b>Extenuating Circumstances Panel: Membership and Terms of Reference</b>
<b>Document owner:</b>	<b>Hannah Kohler, Director of Admissions and Student Support</b>
<b>Date Originally Created:</b>	<b>08/2019</b>
<b>Related documents:</b> (eg associated forms, underpinning processes, related policies or overarching policies)	<b>Academic Council: Membership and Terms of Reference Deferral, Extension and Extenuating Circumstances Policy and Procedure Academic Appeals Procedure Board of Examiners: Membership and Terms of Reference</b>

Version Control			
Version	Author	Date	Brief summary of changes
1	Hannah Kohler (Director of Admissions and Student Support)	15/08/2019	Original draft
2	Academic Council	18/12/2019	Reviewed; requires update as part of general update of governance articles given decision to pursue NDAPs
3	Hannah Kohler (Director of Admissions and Student Support)	02/03/2019	Separated out into distinct Terms of Reference document
4	Academic Council	16/03/2020	Approved
5	Regulatory Working Group	June 2022	