

**HE - Extenuating Circumstances
(Pearsons Qualifications)****Introduction**

1. These regulations apply to all students registered on Edexcel Pearson HNC's and HND's at Shrewsbury Colleges Group. For those students studying on Staffordshire University programmes please refer to their website below to obtain information on their procedures for applying for extenuating circumstances:

https://www.staffs.ac.uk/support_depts/info_centre/handbook/extenuating/

2. The College defines extenuating circumstances as *circumstances which are beyond the control of the student, which could not reasonably have been foreseen or prevented by the student and which would substantially impact on a student's performance in assessment.*

3. In all cases, you are strongly encouraged to discuss the situation with your Course Lead, Curriculum Leader or Student Services.

Grounds for Claiming Extenuating Circumstances

4. The College will put in place arrangements to make reasonable adjustments for students who declare a disability. As a result, if you have a disability, you should only normally claim for extenuating circumstances when new and unforeseen circumstances occur which affect your work and are not addressed by the reasonable adjustment arrangements.

5. In considering claims of extenuating circumstances, the key considerations for the College will always be whether the circumstances were beyond your control and could not have been foreseen or prevented, together with the impact these circumstances would have had on your academic performance.

6. Taking into account the criteria in paragraph 5 above, the grounds on which extenuating circumstances can be claimed are normally limited to:

- i) a serious illness, which would have detrimentally affected your performance;
- ii) the death of a close family member or personal friend, normally in the period leading up to the date of the assessment, which would have detrimentally affected your performance;
- iii) other serious circumstances beyond your control, which could not have been foreseen or prevented and which would have detrimentally affected your performance.

7. If you are studying on a part-time or distance learning programme, the College expects you to plan to your work in order that you allow sufficient time to cope with both the demands of employment and study workloads. Nevertheless, it is recognised that you may,

**HE - Extenuating Circumstances
(Pearsons Qualifications)**

for example, have unplanned work patterns and/or unforeseen and exceptionally high workloads, and in those cases where acceptable evidence is provided, claims for extenuating circumstances could be considered under 6 iii) above.

8. You may not normally claim extenuating circumstances on the basis that your academic performance has been affected by family, financial or other lifestyle problems. In particular, extenuating circumstances cannot normally be claimed on any of the following grounds (this list is not exhaustive):

- Inadequate planning, organisation or management on your part
- Timetabling of coursework or examinations
- Misreading of assessment dates and times
- Personal computer or printer problems
- Minor illnesses, such as a cold
- Holidays or social occasions
- Transport problems
- Moving house
- Normal work patterns & pressures of employment
- Pregnancy (unless unexpected complications occur)

If you are uncertain whether your claim might be legitimate, please discuss this with your Course Lead, Curriculum Leader or the HE Lead.

9. Any student who is alleged to have submitted falsified evidence in support of a claim of extenuating circumstances will be referred for consideration under the terms of the College's academic misconduct procedures.

Categories of Extenuating Circumstances

10. Extenuating circumstances can be claimed as follows:

Late submission

- i) Where you request to be allowed to submit work within five working days after the deadline for submission - this request needs to be made either prior to the submission date or at the point of the late submission.

Deferral request

- ii) Where you were unable to attend a scheduled assessment or submit an assessment on time, and request a deferred assessment date.

**HE - Extenuating Circumstances
(Pearsons Qualifications)****Mitigation request**

- iii) Where you believe that your performance has been unexpectedly and negatively influenced by circumstances beyond your control and wish this to be considered in relation to an assessment and/or when decisions on your achievement and progression are being made.

Acceptable Forms of Evidence

11. All claims for extenuating circumstances must normally be supported by relevant and independent documentary evidence, such as a Doctor's letter or certificate, or a counsellor's statement. Supporting statements from College staff such as Course Leads, Technicians or Learning Support Specialists will also be accepted as evidence. The College will not accept self-certification of your own circumstances or other evidence which is not supplied by an independent authority.

Procedures for Dealing with Extenuating Circumstances requests

12. All extenuating circumstances claims will be considered by an Extenuating Circumstances Panel and you will be advised of the outcome in writing.

13. If you wish to request a **late submission** beyond the coursework submission deadline, you should complete the extenuating circumstances form and submit it either prior to your submission or within at the latest five working days of the original deadline for submission. The Extenuating Circumstances Panel will make a decision based upon the evidence provided by you and you will be notified of the decision in relation to your late submission request within fifteen working days of the date of submitting your extenuating circumstances claim. If your claim for **late submission** is upheld, your work will be marked and counted as if it had been submitted by the original deadline. If your late submission claim is not accepted by the Extenuating Circumstances Panel but the work submitted was of at least a pass standard, then a pass grade will be awarded.

14. If you wish to request a **deferral**, then you must complete the extenuating circumstances form within ten working days of the original deadline for submission. The Extenuating Circumstances Panel will make a decision based upon the evidence provided by you and you will be notified of the decision in relation to your late submission request within fifteen working days of the date of submitting your extenuating circumstances claim. If your **deferral** request is granted, you will be offered a new date to undertake or submit your assessment. If the deferral request is not granted and the original deadline for submission of the work has passed then the assessment will be awarded a fail grade.

15. If you wish to request **mitigation**, then you must complete the extenuating circumstances form within ten working days of the original deadline for submission. The Extenuating Circumstances Panel will consider the evidence provided by you and your

**HE - Extenuating Circumstances
(Pearsons Qualifications)**

Course Tutor and make a recommendation to the Assessment and Award Board under one of the following headings:

- Upheld - pass awarded
- Upheld – pass awarded and resubmission opportunity granted
- Not upheld

The Extenuating Circumstances Panel will make a decision based upon the evidence provided by you and you will be notified of the decision in relation to your mitigation request within fifteen working days of the date of submitting your extenuating circumstances claim

17. Extenuating circumstances claims are always treated sensitively and in confidence.

18. The decisions of the Extenuating Circumstances Panel will be made available to Assessment/Award Boards as appropriate. However, your particular circumstances will not be divulged to the Assessment/Award Board. As a result, the Assessment/Award Boards may not question the decision of an Extenuating Circumstances Panel.

Appeals

19. You may appeal against the decision of the Extenuating Circumstances Panel. The only grounds for appeal are that:

- i) The Panel did not take full and proper account of your extenuating circumstances claim;
OR
- ii) New, relevant and independent evidence, which for good reason you had been unable to make available to the Extenuating Circumstances Panel, had become available.

20. You must submit an appeal in writing, to the Group Vice Principal Quality & Curriculum Management within seven working days of receiving notification of the decision of the Extenuating Circumstances Panel.

21. You may not claim extenuating circumstances after the published deadline for such claims to be received. If you have extenuating circumstances but miss the deadline for submission, you may appeal through the academic appeals procedure only after the Award Board has met and agreed on your progression or award, although you will be required to demonstrate reasonable grounds for not having earlier utilised the extenuating circumstances procedure.

How to Apply for Extenuating Circumstances

If you consider that your circumstances fit the College criteria to apply for Extenuating Circumstances, or you have been advised to put in an application for Extenuating Circumstances by your Course Lead or other member of staff, please use the Extenuating

SHREWSBURY COLLEGES GROUP	POLICY
	HE - Extenuating Circumstances (Pearsons Qualifications)

Circumstances Application. You can access this by logging on to the HE Page on Moodle or on College's website. The application is also attached (Annex A). This form needs to be completed and returned to your Course Lead in the first instance.

www.shrewsbury.ac.uk/higher_education/he_course_specifications_policies/ - check link

HE - Extenuating Circumstances
(Pearsons Qualifications)

ANNEX A

APPLICATION FOR EXTENUATING CIRCUMSTANCES
FOR PEARSONS QUALIFICATIONS

This form must be completed if you believe that illness or other circumstances have adversely affected your academic performance. You must contact your Course Tutor immediately informing them of the problem (by email if necessary) and submit this form as soon as possible after the events occur, even if you do not have all of the supporting evidence available at the time. Failure to submit all relevant documentation on time may delay your results and other related activity, such as the date of your graduation.

All claims must be substantiated by third party, independent written documentary evidence, such as a Medical Certificate, a letter from the Student Support and Counselling Service, or if appropriate your employer. The purpose of asking for supporting documentation is for you to be able to corroborate the facts of your submission.

All requests for extenuating circumstances claims are considered at an Extenuating Circumstances panel which is chaired by the HE Lead. Upheld requests will be advised to the Assessment/Award Board proceeding the meeting, you will be advised of the outcome of the meeting in writing within 15 days.

Surname (Family Name)	
Forename(s)	Student ID No
Programme of Study	Year of Study, e.g. Two

Please complete subsection A or B or C or D, depending on which option you are requesting. Information about each option is available in the Guidance on Extenuating Circumstances.

A. Late Submission on assessed coursework

*Where you request to be allowed to submit work within five working days after the deadline for submission (a **late submission** request).*

Module:	Module leader:
Original Submission Date:	Length of Extension Requested (maximum 5 days):

**HE - Extenuating Circumstances
(Pearsons Qualifications)****B. Deferral request for assessed coursework or/and examination**

*Where you were unable to attend a scheduled assessment, or submit an assessment on time and request a deferred assessment date (a **deferral** request).*

Module:	Module leader:
Original Submission/Examination Date:	

C. Mitigation

*Where you believe that your performance has been unexpectedly and negatively influenced by circumstances beyond your control and wish this to be considered when decisions on assessment and/or when decisions on your achievement and progression are made (a **mitigation** request) should be completed within ten working days of the original deadline for submission.*

Module:	Module leader:
Original Submission/Examination Date:	

Please state below details of the illness experienced or of other exceptional circumstances affecting your academic performance. You should also indicate how these circumstances affected your work.

Please return the completed form, together with supporting documentary evidence, to your Course Tutor.

DECLARATION OF EXTENUATING CIRCUMSTANCES

Please give details showing how the circumstances impacted upon your academic performance, including dates.

**HE - Extenuating Circumstances
(Pearsons Qualifications)**

Please continue on a separate sheet if necessary. Clearly print your name and Student ID Number on any additional sheets and attach to this form

SUPPORTING DOCUMENTARY EVIDENCE The most common extenuating circumstances are listed below with examples of the kinds of documentary evidence required to support your case. You should tick the relevant box to show which evidence you are attaching to this form

Illness (*medical certificate/letter from an appropriate medical adviser/Student Support and Counselling Service*)

Hospitalisation (*medical evidence*)

Family Illness (*medical certificate/letter from appropriate medical adviser (eg family doctor)*)

Bereavement (*copy of death certificate/supporting letter*)

Financial (*Bank Statement*)

Acute Personal/Emotional Circumstances (*letter from Student Support and Counselling Service or equivalent*)

Other Evidence: please list

Supporting evidence is not yet available.

Please provide date by when it is expected. Tick the relevant box above to show what evidence you will be supplying.

Signature _____

Date _____

For Office Use Only

Received by Course Lead

Date _____

Copied to HE Lead

Date _____

Considered at Extenuating Circumstances Panel

Date _____

Decision to be ratified at Assessment and Award Board