



## **Extenuating Circumstances Policy and Procedure**

Myerscough College recognises that there may be genuine circumstances which prevent a student from meeting coursework deadlines or examination dates or where these circumstances impact on the quality of assessed work. In such cases, extenuating circumstances may be applied to ensure that students are treated fairly.

The Extenuating Circumstances Policy and Procedure applies to Higher Education, Further Education and Apprenticeship and Skills students undertaking studies at any of the College's centres.

## **Extenuating Circumstances – Policy and Procedure**

The Extenuating Circumstances Policy and Procedure is not intended to address day to day requests for extensions or other matters, which should be dealt with at the time by Course or Module Tutors.

Arrangements for assessment extensions for Higher Education students are detailed in section 3 of the UCLan Assessment Handbook which can be found on the UCLan website.

### **Higher Education**

For all applications for extenuating circumstances from Higher Education students, the Academic Regulations and guidance of the validating University are followed.

The University of Central Lancashire (UCLan) Procedures for Extenuating Circumstances are detailed in the Academic Regulations section G9 and in section 4 of the UCLan Assessment Handbook. These are located on the UCLan website.

Applications for extenuating circumstances for Higher Education students are made using the UCLan online application process via MyUCLan. Further guidance on Extenuating Circumstances and how to apply, are also found on the UCLan website.

Students are informed of the outcome of their application via their College email and/or their UCLan email. The outcome is copied to the Chair of the HE Assessment Board, the Course Tutor and the appropriate Head of Area.

### **Further Education/Apprenticeship & Skills**

The procedure for applying for extenuating circumstances at Myerscough College for Further Education and Apprenticeship & Skills students is as follows:

#### **1. Adjustment of a Submission Deadline for a Single Assignment**

- Where extenuating circumstances cause difficulty in meeting an assignment deadline, the student should discuss the situation with the Module Tutor concerned.
- The Module Tutor may, if the circumstances are judged to justify it, alter the submission deadline. The Module Tutor will then notify the Course Tutor of any changes made.
- When an assessment or assignment submission date is extended it should not be extended beyond the date of the next FE Performance Board.

#### **2. Adjustment of a Submission Deadline for more than one Assessment or Assignment**

- Where extenuating circumstances are of a serious nature or are likely to be prolonged, the student should discuss the situation with the Course Tutor.

- If the circumstances justify, it may then be possible to amend the schedule of the course assignment deadlines and/or examination dates for the student.
- When an assessment or assignment submission date is extended it should not be extended beyond the date of the next FE/Apprenticeship & Skills Performance Board.

### **3. Failure to Undertake an Examination due to Extenuating Circumstances**

- Where a student is unable to undertake an examination due to extenuating circumstances, they will be expected to take the examination at the next timetabled examination session.
- An application should then be made on the Extenuating Circumstances Application Form.

### **4. Application for Extenuating Circumstances**

- Applications for extenuating circumstances should be made at the earliest possible opportunity and always prior to 12 noon on the final day of the relevant term.
- Applications should include:
  - A plain factual account of all the relevant factors relating to the application.
  - Evidence to support the account. eg Doctors Certificate(s), counsellor's report, hospital appointment cards.
- Applications for extenuating circumstances must be handed in to Business Support by 12 noon on the last day of the relevant term and a receipt will be issued to the student.
- When evidence is collated it will be reviewed by the Chair of the FE/Apprenticeship & Skills Performance Board prior to the assessment board meeting.

### **5. Extenuating Circumstances that relate to Performance in an Examination**

- The application for extenuating circumstances that relate to performance in an examination will be made retrospectively to the Assessment Board using the Further Education/Apprenticeship & Skills Extenuating Circumstances Application Form. This must be accompanied by a detailed written statement explaining the circumstances that affected the student at the time of the examination.
- The deadline for the submission of an application for extenuating circumstances that relate to performance in an examination is 12 noon on the last day of the relevant term.

### **6. Decision of the Assessment Board**

The Assessment Boards will make one of the following decisions:

- Allow an additional first sitting of an examination

- Allow a re-sitting of an examination or a re-submission of an assignment
- Allow a different form of assessment
- Determine a module pass and/or progression
- Deem that the application for extenuating circumstances has failed to meet the necessary criteria

Applicants for extenuating circumstances will receive feedback of the decision made by the Assessment Board on the 'Extenuating Circumstances Feedback Form' which is on the reverse of the 'Guide to Extenuating Circumstances Applications'.

## 7. Documents Associated with this Policy

- Myerscough College Further Education/Apprenticeship & Skills Extenuating Circumstances Application Form
- UCLAN Academic regulations
- UCLAN Assessment Handbook QAA UK Quality Code for Higher Education: [Chapter B6: Assessment of students and the recognition of prior learning](#)

## 8. Appendices

Appendix 1: Extenuating Circumstances Application Form – Further Education/Apprenticeship & Skills





**Application for Extenuating Circumstances  
Further Education / Apprenticeships and Skills**

<b>Dates Affected:</b>	<b>From:</b>	<b>To:</b>
<b>Full Name:</b>		
<b>Student Number:</b>		
<b>College Campus:</b>		
<b>Full or Part Time:</b>		
<b>Year of Study:</b>		

<b>Course Title:</b>	
<b>Course Tutor:</b>	
<b>College Campus:</b>	

**This application is relevant to the following Modules:**

*(enter only those modules which have been affected by your circumstances)*

	<b>Module Code</b>	<b>Module Title</b>
<b>1</b>		
<b>2</b>		
<b>3</b>		
<b>4</b>		
<b>5</b>		

**DEADLINES FOR SUBMISSION:**

Applications must be submitted by 12 noon on the final day of the relevant term.

**DECLARATION:**

*\* Please place a tick in the box against one of the following statements:*

	*I understand that these circumstances will be disclosed in confidence to those Assessment Boards considering my module grades, progression or final award
	*I wish these circumstances to be disclosed only to the Chair of the Assessment Boards

## **Guidance for Further Education and Apprenticeship & Skills Students Applying for Extenuating Circumstances**

These guidelines describe the process you should use when applying for approval to amend your assessment or examination schedule due to extenuating circumstances. All Further Education and Apprenticeship & Skills students at the College are eligible to apply.

### **What are Extenuating Circumstances?**

These are any factors which may be beyond your control and which may affect your ability to undertake an assignment, assessment or examination. Examples of extenuating circumstances are significant periods of illness, accidents or serious personal problems. Conditions such as common colds, hay fever etc would not qualify unless the effects were severe. In these cases a Doctor's note is required.

If you are not sure whether your situation will be considered to be an extenuating circumstance, please talk to your Course Tutor.

### **Adjustment of a Submission Deadline for a Single Assignment**

If circumstances have caused you difficulty in handing in an assignment the situation should be discussed with your relevant Module Tutor. The Module Tutor may, if circumstances justify it, alter the submission date for you.

### **Adjustment of a Submission Deadline for more than one Assessment or Assignment**

Where circumstances are of a serious nature and are likely to be prolonged, you should discuss the situation and reasons with your Course Tutor. It may be possible to amend the course assessments/assignments submission dates for you.

An application should then be made on the Extenuating Circumstances Further Education/Apprenticeship & Skills Application Form using the procedure below.

### **Failure to Undertake an Examination due to Extenuating Circumstances**

If you are unable to undertake an examination due to extenuating circumstances you will be required to take the examination at the next timetabled examination session. An application should be made on the Extenuating Circumstances Application Form using the following procedure:

### **Applying for Extenuating Circumstances**

Applications for extenuating circumstances must always be made at the earliest opportunity and always prior to 12 noon on the final day of the relevant term. The application form and envelope can be obtained from Curriculum Administration. Your application should include:

- An account of all the relevant factors relating to the application
- Evidence to support the account: for example, doctor's certificate, counsellor's report or hospital appointment card(s). Please note that only the original documentation will be accepted.

The completed application form must be handed in to Curriculum Administration by 12 noon on the final day of the relevant term, and a receipt will be issued. This receipt must be retained as evidence that the application has been submitted.

### **Decisions relating to Extenuating Circumstances:**

A number of decisions regarding the application for Extenuating Circumstances may be made. Speak to your Course Tutor for details of these. The outcome will be communicated to you after the appropriate Assessment Board.

Document History			
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<b>Approval:</b>	College Executive	<b>Approval Date:</b>	August 2017
<b>Review Date:</b>	August 2020		
<b>Publication:</b>	Staff Intranet Student Intranet		
Quality Assurance			
This Policy and Procedure maps to the following external quality assurance frameworks			
Framework		Framework Section Reference(s)	
<b>Common Inspection Framework MATRIX</b>			
<b>QAA</b>		UK Quality Code for Higher Educations: <a href="#">Chapter B6: Assessment of students and the recognition of prior learning</a>	
<b>QIA</b>			
<b>SFA</b>			

**All Myerscough College Policies are subject to screening for Equality Impact Assessment**

Equality Impact Assessments are carried out to see whether the policy has, or is likely to have, a negative impact on grounds of: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, marriage or civil partnership, sex or sexual orientation

Myerscough College not only fulfils its legal position in relation to current and future equality legislation, but additionally goes beyond compliance in providing and promoting “Opportunities for all to succeed”, free from any aspect of discrimination, harassment or victimisation.

All staff have a duty of care to look after the interests of and support their colleagues. *This policy takes account of* our commitment to eliminating discrimination, identifying and removing barriers and providing equal opportunities for our learners, staff and visitors to ensure that no one feels excluded or disadvantaged.

**Safeguarding, Learner Protection and Prevent**

All staff have a responsibility to support and promote the College’s commitment to providing a safe environment for students, staff and visitors. Additionally, all staff have a responsibility to report any safeguarding or Prevent issues to the Designated Senior Lead for Safeguarding and Prevent.