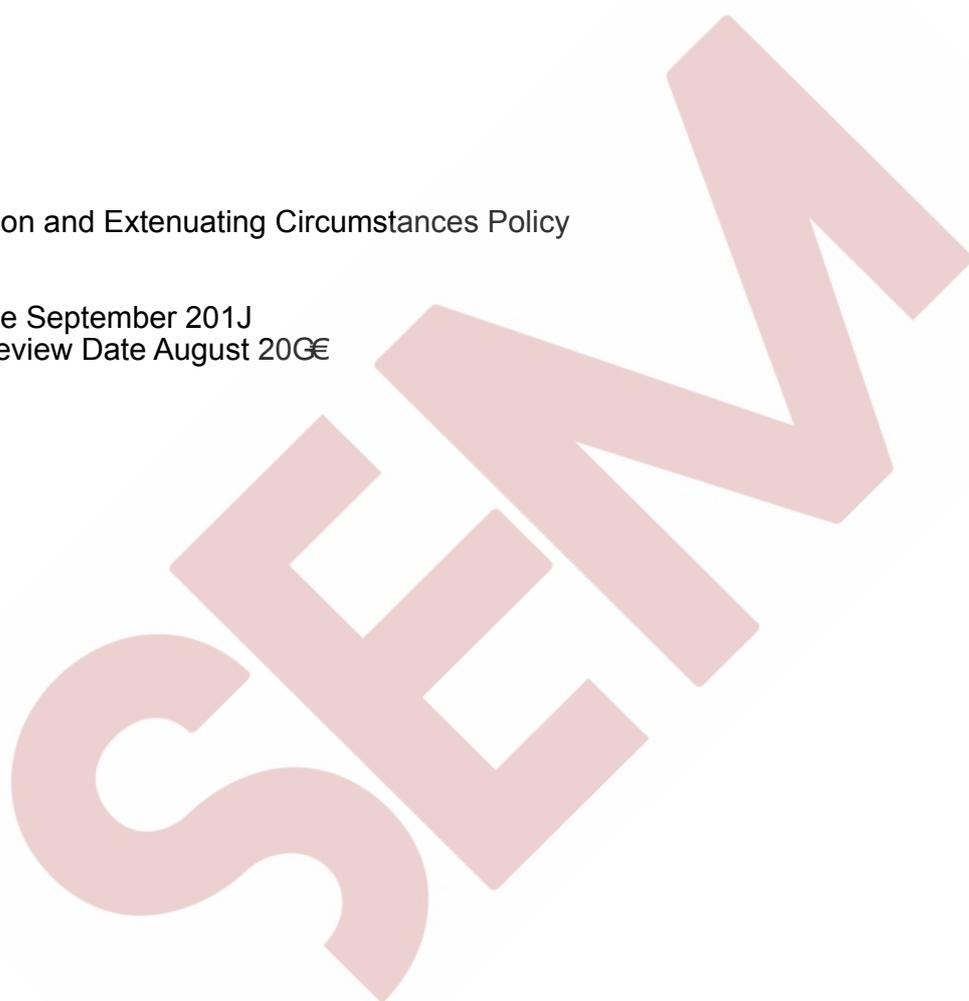


SEEM

Extension and Extenuating Circumstances Policy

Effective September 201J
Next Review Date August 20G€



Extension requests

Policy and Procedures on Extensions

- The School requires all students to adhere to submission deadlines for any form of assessment. Students are expected to plan ahead and manage the demands of their workload.
- Where students are experiencing difficulties in meeting a submission date, they should discuss any issues promptly with the appropriate tutor. The Tutor will advise if an extension request is appropriate in the circumstances or if the matter should progress to the Extenuating Circumstances procedure.
- Extensions may be granted for up to 10 working days. The student will receive confirmation of the number of days for the extension after consideration has been taken of the individual circumstances i.e. the reason specified for the extension, the student's workload and the nature of the assessment.
- Requests for extensions must be made prior to the submission date as extensions cannot be given retrospectively.
- There is no automatic right for an extension to be granted and students are advised to continue working to the original submission deadline until a decision regarding the extension is received.
- Requests for extensions should be made in writing to the Programme Leader clearly stating the reason for the extension and detailing the module and assessment where an extension is requested. For UCLan courses, the request must be submitted before the assignment deadline. For private SEM courses, the request may be submitted up to 7 days after the deadline.
- Requests for extensions may be granted where circumstances or events are of a temporary nature and are sufficiently disruptive to prevent submission by the due date. Such circumstances should not be foreseeable or preventable. These may include for example:
 - Short-term illness
 - Caring for a sick relative
 - Unexpected personal difficulties.

Requests for extensions will not normally be granted for the following reasons:

- Planned events such as holidays, religious festivals or moving house.
- Appointments arranged on the submission date (unless outside the student's control).
- Attending courses.
- Paid employment.
- IT issues (printer problems/PC crashes/USB issues).
- Inadequate time planning.
- Where adverse weather conditions prevent the handing in of work on the submission day the assessment should be emailed to the appropriate tutor to prevent a penalty being applied. The formal submission should be made at the earliest opportunity.
- If the extension request is declined, the original submission date remains and the rules regarding late submission will apply.
- Students who submit work after an authorised extended deadline date will be assessed as late.

Approving Extensions

The student will receive the revised submission date in writing.

Extenuating Circumstances

Policy and Procedures on Extenuating Circumstances

- Extenuating circumstances arise where students suffer from some illness or misfortune that adversely affects their ability to complete an assessment or the results they obtain for an assessment. The School has adopted robust procedures to ensure that such misfortunes are dealt with systematically and that students are treated equitably.
- The procedure is not intended to operate at the day to day level of requests for extensions or other matters which can (and should) be dealt with at the time by the Programme Leader.

- For UCLan courses, extenuating circumstances must be submitted no later than 3 days after the assessment submission date. For private SEM courses, the limit is 7 days.
- A disability or learning difficulty does not constitute an extenuating circumstance. Students requiring special arrangements in relation to assessment (e.g. Dyslexia, Physical Disability) should use the specific policy in place for this situation. However, extenuating circumstances may be claimed where:
 - Reasonable adjustments have not been in place because of late diagnosis.
 - There is an unexpected change in disability/condition which has had an adverse impact on the student's ability to complete assessments.
- Requests for extenuating circumstances submitted after the deadline date for the submission (except as a result of circumstances that have prevented the submission) will not be considered without a credible and compelling explanation as to why the circumstances were not known or could not have been declared beforehand.
- Requests for extenuating circumstances which are judged to be vexatious, malicious or frivolous will not be considered. This may arise where the request clearly does not have any serious purpose, or where repeated requests are unreasonable in all the circumstances.
- Students are responsible for submitting their own requests for consideration of extenuating circumstances. Hence they should be made aware of the School's definition of extenuating circumstances and of the procedures for submitting a request for consideration. They should also have a realistic appreciation of the range of actions or remedies available to deal with the difficulties or problems they may encounter. Staff responsible for advising students need to be fully aware of what circumstances may be considered under the procedure.
- Where students have submitted an application with sufficient supporting evidence, they will be advised within 5 working days whether the application has been approved.
- The School is committed to ensuring confidentiality and only those staff who are part of the decision making and academic process will have access to the information. If the Extenuating Circumstances are of a particular sensitive and/or personal nature students may request that the information is only seen by the senior member of staff who is considering the application. A paper based application should be completed in these cases.
- The Exams Officer is designated to take overall responsibility for handling extenuating circumstances cases. Duties include making information available to staff and to students, observing the deadlines for submission, advising students and academic colleagues and receiving submissions.
- Where reasonably possible, approved extenuating circumstances should be handled by applying flexibility in the arrangements for assessment, e.g. by extending a coursework deadline, rescheduling a presentation, etc. Such arrangements are at the discretion of the School. Students have no automatic right to individual assessment.

Grounds

For extenuating circumstances to be considered they should be unforeseeable or unpreventable and may have had a significant adverse effect on the academic performance of a student. Possible extenuating circumstances include:

- Significant illness or injury.
- The death or critical/significant illness of a close family member/dependant.
- Family crises or major financial problems leading to acute stress.
- Absence for jury service or maternity, paternity or adoption leave.
- A criminal act where you have been a victim.

Examples of circumstances that may be considered beyond the reasonable control of the student would include:

- Previously approved medical operations or tests.
- Being taken ill during an examination.
- Unanticipated and unavoidable professional obligations.
- Private or public transport failure leading to significant delays.
- Accommodation difficulties.

The following will not be regarded as grounds for extenuating circumstances:

- Any event that could reasonably have been expected or anticipated.

- Minor accidents/injuries or minor ailments.
- Accidents/illness experienced by friends or relatives (unless this has occurred within 3 days of an assessment deadline or examination or where the student is the sole carer).
- Religious observance or obligation.
- Holidays, moving house and events that were planned or could reasonably have been expected.
- Childcare problems that could have been anticipated.
- Domestic problems (unless supported by independent evidence).
- Ignorance of the regulations or assessment arrangements
- Assessments that are scheduled close together.
- Misreading the timetable or misunderstanding the requirements for assessments.
- Inadequate planning and time management.
- Failure, loss or theft of a computer or printer that prevents submission of work on time. Students should back up work regularly and not leave completion so late that they cannot find another computer or printer;
- Notes burned or stolen (unless supported by a fire or police report).
- Consequences of paid employment.
- Examination stress or panic attacks not diagnosed as illness.
- Feeling generally anxious, depressed or stressed (unless medically certified and notified in advance i.e. at least two weeks before the assessment deadline/date).
- General financial problems.
- Inclement weather (unless exceptional/severe conditions).

Note: Pregnancy is not an illness but an altered state of normality. Events may arise during pregnancy that may constitute extenuating circumstances, and these need to be judged on an individual basis.

Absence from the School during the semester for any period of no more than five working days will not normally be regarded as grounds unless the absence occurred for good cause within a two-week period immediately preceding a formal School examination or the deadline for submitting a piece of assessed course work or delivering an assessed presentation.

Handling Requests for Extenuating Circumstances

It is the sole responsibility of the student to submit a request for consideration of extenuating circumstances according to the published procedures and deadlines. Prompt submission makes it easier to offer flexibility in the arrangements for assessment. Requests should normally be accompanied by appropriate independent third-party supporting or corroborative documentation. If the information is highly confidential, details should be submitted in a sealed envelope together with the supporting documentary evidence.

Approving Extenuating Circumstances

Following submission a decision will be taken as to whether there is substantiated evidence of extenuating circumstances. The circumstances will be considered to determine whether they have had an adverse effect on the student's performance and if so, it will be judged how significant the effect was likely to have been. Extenuating Circumstances will only be approved where it is considered that the effect has been significant. They may be approved for a specific assessment, for more general impairment over a number of assessments, or for both.

Applying Extenuating Circumstances

- If extenuating circumstances are approved, the School will determine the most appropriate course of action.
- All approved extenuating circumstances will be reported to the appropriate Assessment Board for consideration when results are determined.
- Where extenuating circumstances have prevented completion of all elements of assessments for some modules/units and no further attempt is available, the Assessment Board will judge whether it has sufficient evidence to award a mark.

- Where assessment has been only partially completed for some modules/units and no further attempt is available the Assessment Board may judge that it has insufficient evidence to award a mark. In such cases, the Board will judge, in the light of the severity of the impairment and of other available evidence such as prior performance, whether without the impairment the student would have reached higher overall marks sufficient to demonstrate appropriate learning outcomes. It will then determine in the light of the available results whether the student satisfies the requirements for a given award.
- The Board may apply extenuating circumstances to the overall performance of the student.
- If there is a credible and compelling explanation as to why the circumstances were not brought to the attention of the School at an earlier stage, requests made after the publication of results may be considered under the Appeals Procedure.
- Students with approved extenuating circumstances should be advised not to hand in work to be assessed until they feel able to do so (or when any period of time away from study granted by the Board expires). Where a student still undertakes assessment despite having their application for extenuating circumstances approved, this will be considered an attempt and allowance will not be given for their declared circumstances when deciding a mark. Should the student feel that they have not performed as they would do normally because of the extenuating circumstances, they will have two weeks from publication of the result to appeal against their assessed mark under the Appeals Procedure. Any reattempt at an assessment granted upon appeal will not be considered a formal reassessment, in that the student's mark will not be capped at a minimum pass mark and the student will be able to rely on the higher of the original and reattempted mark.

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