

Extenuating Circumstances Policy

[Version 1.5]

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1. Introduction

1.1 The Institute recognises that course participants may suffer from a sudden illness or other serious and unforeseen event or set of circumstances which adversely affects their ability to complete an assessment or the results they obtain for an assessment. In such cases the extenuating circumstances regulations and procedures may be applied. These regulations are designed to ensure the fair and consistent treatment of all course participants.

2. Definition

2.1 An extenuating circumstance is a serious or significant event which is unforeseen and/or unpreventable and could have significantly impaired the academic performance of a course participant in one or more assessed activities, possibly over a period of time. Extenuating circumstances may include medical matters or events directly affecting someone other than the course participant.

3. Procedures

3.1 If the ability to take an assessment or the results that the course participants obtains for an assessment have been adversely affected by an extenuating circumstance, the course participants must:

3.1.1 Notify the Institute immediately;

3.1.2 Fill-in the [Extenuating Circumstances Form](#);

3.1.3 Submit appropriate documentary evidence to substantiate the claim of extenuating circumstances that are referred to form. This evidence has to show that the circumstances:

- Have detrimentally affected their performance/submission/attendance in assessment or will do so;
- were unforeseen;
- were out of their control and could not have been prevented;
- relate directly to the timing of the assessment affected.

4. Types of extenuating circumstances and documentary evidence

Extenuating Circumstance	Example of Evidence
Illness / Injury / Hospitalisation	A medical certificate signed by a registered doctor. Or Other appropriate signed medical evidence.
Illness of a dependant / close relative	A medical certificate signed by a registered doctor verifying the illness. Or Other appropriate signed medical evidence.
Bereavement	A letter from the family doctor/hospital or death certificate.
Victim of crime	Police/crime report. Or Signed statement from a professional counsellor/doctor.
Other circumstances	In these cases, the course participant should provide to the Institute all available specific facts and documentation.

5. Deadlines for submission of evidence

- 5.1 A course participant must submit the documentary evidence to the Manager Student Affairs, before the expiry of the relevant deadline for the submission of evidence in relation to extenuating circumstances claims. In most circumstances, the deadline will be not later than **five (5) business days (excluding weekends and public holidays)** before the relevant coursework submission date.
- 5.2 Failure to divulge information and provide evidence at the appropriate time may mean that the Institute’s Student Affairs Committee has insufficient information to accept extenuating circumstances or to judge their severity. Appeals against academic decisions may be disallowed if the appeal is based on evidence of extenuating circumstances that the Institute judges could have reasonably been supplied to the department/school earlier.

6. The Student Affairs Committee

- 6.1 The information and evidence that is provided by the course participant will be considered by the Student Affairs Committee. The Student Affairs Committee operates under the authority of Institute’s Academic Board. The Student Affairs Committee will decide

whether or not the course participant has established sufficient grounds of extenuating circumstances relevant to his/her assessment(s). The course participant should normally receive a response from the Student Affairs Committee within ten (10) business days (excluding weekends and public holidays) of submitting the Extenuating Circumstances form and evidence.

- 6.2 If the Student Affairs Committee accepts the course participant's extenuating circumstance it will make a corresponding recommendation about the affected assessment(s) keeping in copy the Course Coordinator.
- 6.3 Where extenuating circumstances are accepted by the Student Affairs Committee, it shall not make a judgement about the extent to which accepted extenuating circumstances have affected a course participant's performance; marks will **NOT** be adjusted and there will be no fees. The Student Affairs Committee will make one of the following recommendations to the Institute's Academic Board for each individual assessment:
 - 6.3.1 In the event an assessment has not been undertaken or has been failed, provide a student with the opportunity to take the affected assessment(s) as if the first time i.e. a 'sit' or 'submit', allowing them to be given the full marks achieved for the examination or assessment, rather than imposing a cap;
 - 6.3.2 Waive late submission penalties;
 - 6.3.3 In the event an assessment is outstanding or failed, 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;
 - 6.3.4 Note the accepted extenuating circumstance for the module(s) and recommend that the Academic Board takes this into account when considering borderline or near borderline cases at the point of award and classification.
 - 6.3.5 Where it is not possible to replicate the original assessment, exercise discretion and flexibility to make the reassessment different from the original assessment type whilst ensuring that all intended learning outcomes of the module are still achieved.
 - 6.3.6 The module marks released following the meeting of the Academic Board should clearly identify results where mitigation has been considered and applied.

7. Version history

Originator	Version	Date	Changes Done
QA Dept.	1.0	30/07/2018	Initial Release
QA Dept.	1.1	19/08/2019	Updated Types of Extenuating Circumstances
Admissions Department	1.2	09/11/2020	Updated Types of Extenuating Circumstances Updated The Student Affairs Committee
Admissions Department	1.3	18/11/2020	Updated Types of Extenuating Circumstances
Admissions Department	1.4	26/05/2022	Updated Types of Extenuating Circumstances Updated Deadlines for submission of evidence Updated The Student Affairs Committee
QA Dept.	1.5	25/01/2025	Updated in line with re-branding guidelines