

Approval Date & Version: July 2019, Ver. 3.5
Approved by: Academic Board (AB)
Next Review Date: January 2020

External Reference Points:

External Source	Reference Points
UKQC- Core Practices	<ul style="list-style-type: none"> The provider supports all students to achieve successful academic and professional outcomes.
UKQC- Advice and Guidance	<ul style="list-style-type: none"> Enabling Student Achievement
Awarding Body Reference	<ul style="list-style-type: none"> Programme Specifications London Met Academic Regulations Pearson BTEC Recognition of Prior Learning Policy
Other reference Points	<ul style="list-style-type: none"> NCL Quality Assurance Manuals Student Handbooks/ Course Handbooks
	<ul style="list-style-type: none"> Recruitment, Selection and Admissions Policy Equality and Diversity Policy Student Attendance, Re-Registration and Progression Policy Student Engagement Policy Assessment Policy Student Complaints Policy and Procedures

1. Aims of the Policy:

- 1.1. The aim of this policy is to ensure that students are not disadvantaged by circumstances beyond their control in relation to assessments.
- 1.2. The policy also aims to make it explicit how applications from students with extenuating/mitigating circumstances will be dealt with.
- 1.3. This policy allows a student to claim for an extension if an assessment has been affected by a serious, uncontrolled and unavoidable matter.

2. Policy:

- 2.1. (EC/MCs') are circumstances which are unexpected, significantly disruptive and beyond control of students that affect their ability to meet an assessment deadline or affect their performance during the assessment period.
- 2.2. A student who submits an assessment is normally considered to have proclaimed themselves 'fit to sit', and therefore s/he may not later claim that any failure is due to extenuating/mitigating circumstances. EC/MC application which is submitted subsequent to the assessment deadline will be disregarded and the work will be graded in the usual way unless there were extremely rare cases.

- 2.3 EC/MC will only be considered to defer assessment(s) based on circumstances that affect a student's ability to meet an assessment deadline or affected their performance in assessment.
- 2.4 EC/MC will not be considered as grounds for adjusting the grade(s) awarded for assessments already completed.
- 2.5 It is the responsibility of a student to claim an EC/MC at the earliest possible opportunity.
- 2.6 Students who are claiming EC/MC for resubmission will not be awarded Merit and Distinction grade in a subsequent reassessment of that unit.
- 2.7 An assessment may be delayed but cannot be missed altogether because of extenuating circumstances
- 2.8 Grades cannot be amended as a result of a valid claim for EC/MC; all improvement to grades can only be achieved by resubmission.
- 2.9 Any claim supported by false documentary evidence shall be deemed invalid and will lead the College to take action under its disciplinary procedures.

3. Grounds for Extenuating/ Mitigating circumstances:

- 3.1. Examples of accepted causes are (these examples are not exhaustive):
- 3.1.1. Serious or significant medical conditions or illness (including both physical and mental health problems).
- 3.1.2. Exceptional personal circumstances (e.g. serious illness or death of an immediate family member or close friend, including participation in funeral and associated rites; being a victim of significant crime).
- 3.1.3. Exceptional travel circumstances beyond one's control.
- 3.1.4. Hardship/trauma (e.g. victim of crime, family crisis sudden loss of income or employment, severe disruption to domestic arrangements).
- 3.1.5. Ailments such as very severe colds, migraines, stomach upsets, etc., ONLY where the ailment was so severe it was impossible for a student to attend to hand in his/her work and where medical evidence is provided.
- 3.2. Circumstances that will not normally be considered include:
The following are examples of circumstances NOT normally considered for special consideration:
- 3.2.1. Minor ailments such as colds, headaches, hangovers, etc.
- 3.2.2. Inability to prioritise and schedule the completion of several pieces of work over a period of time.
- 3.2.3. Problems caused by English not being a student's principal language. Students should seek advice in good time from the personal tutor.
- 3.2.4. Poor time management or personal organisation (e.g. failure to plan for foreseeable last-minute emergencies such as computer crashes, printing problems or travel problems resulting in late submission of coursework).
- 3.2.5. Circumstances within student's control (e.g. a holiday; paid employment).
- 3.2.6. Claims made after the published deadline i.e. by the coursework submission date except where students were unable to meet the submission date for exceptional reasons which can be validated.
- 3.2.7. Claims without independent supporting evidence.

- 3.2.8. Claims which do not state clearly how students' inability to hand in an assessment on time was caused.
- 3.2.9. The claim does not relate, in terms of timing, to the examinations or submission dates affected.

4. Submission of the form:

- 4.1. The form must clearly state the date on which the extenuating circumstances affected the work and must correspond with the evidence provided.
- 4.2. The form must state clearly the unit and/or item of assessment for which the extension is requested.
- 4.3. An application for EC/MC may be rejected if it is incomplete.
- 4.4. It is the responsibility of the student to establish the facts
- 4.5. The form must be handed into the Admin Office or emailed to the Head of Academic Services at a.osiniagova@nelsoncollege.ac.uk. Students studying London Metropolitan University courses should submit their MC form to a LMU Programme Administrator.

5. Evidence:

- 5.1. All applications for EC/MC must be submitted with independent evidence (e.g.- third party evidence) which must show how the reported circumstances have impacted on the student concerned.
- 5.2. Examples of acceptable independent/third party evidence include:
- a) Doctor/ Consultant or Hospital certificate or letter;
 - b) Letter from a Solicitor or other authority;
 - c) Death Certificate.
- 5.3. Evidence must be legible and in English. Evidence obtained overseas which is written in another language must be accompanied by a certified translation (with any costs incurred in obtaining evidence being borne by the student).
- 5.4. The College will issue a receipt for submissions of evidence

6. Deadline Extenuating/Mitigating circumstances:

- 6.1. An application should normally be made in advance of the submission deadline or examination date.
- 6.2. In exceptional cases (e.g. emergency hospitalisation on the day of the deadline /examination) applications may be accepted within the first four weeks after the set deadline.

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- 6.3. The deadline for submission of a claim for Mitigating Circumstance is four weeks from the published submission date of the component concerned or the date of the examination. Students are however encouraged to submit a claim as soon as practicable.

7. Consideration of Extenuating/Mitigating circumstances:

- 7.1. EC/MC will usually give rise to one of the outcomes listed below.
- a) Coursework Extension: A revised submission deadline will be determined by the relevant Assessment Board. Extended deadline dates are final and treated in the

same way as a standard deadline. Failure to meet an extended deadline will result in the application of lateness penalties which may result in the work being graded as a fail or non-submission.

- b) Examination: A student will be offered an additional examination attempt if the EC/MC application is accepted. Students will have to wait for the resit period or if a student is offered a resit after the usual resit period. They may have to wait until the following year to take the assessment again. Occasionally, the Assessment Panel may arrange an alternative, equivalent assessment task if it is satisfied that a further opportunity to take the original assessment is not possible or is wholly inappropriate (e.g. because of permanent injury).

7.2. A student will be notified of the decision within 7 working days from the date of the submission of EC/MC form.

7.3. If an EC/MC application is not approved then the outcome for the student will be determined in accordance with the College's Assessment Regulations.

8. Review of rejected claims:

8.1. Where a claim is rejected, a student can request a review of the process undertaken in reaching the decision. The deadline for submitting a request for a review is two weeks from the notification of the extenuating/mitigating circumstances outcome, Requests for a review submitted after this deadline will be deemed invalid unless the student demonstrates good reason.

8.2. The student will normally be notified of the outcome of the review within four weeks of the College receiving the EC/MC claim; where this proves not to be possible, the student will be notified of the progress of the review to date.

9. OIA:

9.1. If a student is dissatisfied with the outcome of the appeal, he/she may be able to apply for a review of their appeal to the Office of the Independent Adjudicator for students in Higher Education (OIA) under its rules.

Extenuating Circumstances Form (ECF) is annexed to this Policy