

ACADEMIC ADVICE: GUIDANCE ON EXTENUATING CIRCUMSTANCES

Are you considering a claim for Extenuating Circumstances (EC) because recent events in your life have begun to affect your academic progress adversely? The leaflet explains how the process works but you **MUST** also consult the Student Handbook on Learning Space (LS).

First read the regulations on this in the Student Handbook – Section 4

The EC procedure allows students who are unable to attend an examination or submit coursework on time for some good reason either, to submit coursework up to two weeks late without a penalty or, to defer until a new assessment is set for the re-sit period.

The EC procedure cannot be used to:

- Miss an assessment out completely
- Gain extra marks for an assessment
- Get another opportunity to take the assessment if you have already done it.
- Explain absence from lectures or missed learning opportunities

If illness prevents you from studying you must either; catch up when you can or, INTERRUPT your studies until next year when you are well enough to return. *All students are required to register each September but if returning from interruption they may return to study at a later date.*

If you think you may have grounds for claiming Extenuating Circumstances you should initially do the following:		
To initiate a claim for EC.	Consult the section on EC in the Student Handbook document on LS. You can only claim for a maximum period of non-participation on your programme of study of up to <u>one month's</u> (20 working days) duration.	Download the EC form from LS and ensure the form and evidence are submitted to Registry Services <i>before</i> these deadlines: Term 1 /Semester A – Monday 26th January 2015 Term 2 /Semester B – Monday 1st June 2015 Resit – Friday 21st August 2015
You can claim for one or more events which meet the criteria outlined in the Student Handbook	You must be able to supply supporting evidence. You must only claim for the period when you experienced the circumstances.	If you are uncertain about whether the criteria or evidence apply to your situation consult the Student Handbook
If you think your claim is straightforward	Attach to the completed form, evidence to support your claim and a brief personal statement	Submit directly to Registry Services: A student may self-certify in regard to one period of illness of up to 7 days once only in an academic year. Check how to do this with Student Support.
What if I need further advice?	Seek the advice of your Personal Tutor (PT). If you do not at this stage wish to disclose any information to your PT you may decide to make an appointment with Academic Advice Co-ordinator (AAC)	If your PT refers you to AAC or you wish to seek advice directly from the Academic Advice Co-ordinator (AAC) you can attend one of the published drop in sessions or you can arrange an appointment with

		AAC either by phoning 01752 636740, or e-mailing: academicadvice@marjon.ac.uk
Criteria and Evidence : what you can claim for and what you cannot claim for:		
What do I need to take with me to an appointment with the AAC?	Complete an EC claim form as far as you are able. Collect evidence to support your claim e.g. from either your doctor, counsellor, or other professional.	You will find it useful to look at the Criteria and the Evidence required for a successful claim for EC, which are given in the Student Handbook – Section 4.
You cannot claim for non-attendance	You cannot claim EC in relation to your general performance in your studies due to the effect of non-attendance at University for whatever reason. You can only claim for specific assessments that have either been submitted after a deadline or not submitted at all, OR for specific formal examinations which you were unable to attend.	This means you need to state the particular period of time in the semester/term when the assessments on the modules for which you are claiming were most badly affected. You <u>cannot</u> claim for the whole term, semester or academic year; but only for a period of up to one month, (see below).
Long term health and medical issues	These are not normally considered by the Panel but are covered by Equality and Disability legislation if they have been disclosed to the Disability Inclusion Advice Services (DIAS). There is a separate procedure and a specific Acute Episode form, which has to be signed by the DIAS Coordinator or a nominated member of Student Support staff and can then be forwarded with an EC form to the Registry, without additional supporting evidence.	If you disclose a disability during the course of your studies and have not received a statement or confirmation of your status from DIAS you must seek the advice of the AAC before submitting an EC claim.
Course Participation : Attendance and Fitness to Study:		
You can claim EC for periods of non-participation on your course of up to <u>one</u> month (20 working days)	Check the attendance requirement for your programme in the subject handbook. Successful EC claims normally cover only those periods of non-attendance within a semester/ term, which relate directly to the dates of the events and the evidence. However some professional courses and academic programmes which require regular participation in group or team work will have specific attendance requirements. Where this is the case, even a successful claim for EC in respect of Assessment may not permit the student to progress to the next level of study/year without completing the preparatory group work, for the assessment.	If you are concerned about whether this is the case on your degree programme you must seek the advice of the Programme Leader and AAC. Factors preventing the attendance of a student for significant periods of time on the modules for which they are registered are covered in the Student Handbook document on Learning Space in the sections on Fitness to Study and Fitness to Practice.

Checking the Claim Form before you submit it:		
Evidence required	Evidence supporting your personal statement should not normally be from friends, family members or even members of academic staff unless these are corroborating 'matters of fact'. The types of evidence that are acceptable are indicated quite clearly in the Extenuating Circumstances section of the Student Handbook document on LS.	If for some reason you have difficulty in providing some of the evidence you require, or are concerned about confidentiality, you should ask for advice from AAC.
Additional information:		
Do you intend to submit them within two weeks (10 working days) of the deadline?	Students cannot claim for work submitted on time. Assessments submitted within 10 working days of the original deadline are marked and returned in the normal way.	Students must decide if they are fit to submit within the 10 days or they will be given a new assessment during the resit period.
Late Submission of Assessments with valid Extenuating Circumstances:		
Where assessments are submitted within two weeks (10 working days) of the deadline	You should <u>not submit incomplete work BUT should submit the assessment only when you are happy that it is characteristic of your normal academic performance.</u> Assessment is accepted late and marked without penalty Student <u>does not have</u> the right to re-submit another new assessment if the assessment receives a fail/or low mark once they have submitted it.	You can only challenge a fail or low mark by way of an Appeal, i.e. if you can show that you were not able to fully or properly disclose the EC or additional evidence <u>was not</u> considered by the original EC Panel because it was not available. Appeals cannot be considered until after the Progression Award Board (PAB) has published the results at the end of the academic year. See Student Handbook Section on Appeals on Learning Space.
Non-Submission:		
Where assessments are not submitted during the 10 working days after the original deadline	A new assessment (normally of the same type as the original) is set for the re-sit period and this is marked without penalty as a first attempt, it is referred to as a <u>deferred assessment</u>	If you do submit the new deferred assessment for marking without penalty and it receives a fail mark you may be required to re-sit a new assessment for a capped mark of 40%. This may mean you cannot progress to the next level, or may not graduate until a subsequent academic year.
Continuing Extenuating Circumstances:		

EC during the re-sit period	If new or additional EC affect your ability to submit the new assessment during the re-sit period a new claim for Extenuating Circumstances must be made (with new evidence) covering this period.	You can only challenge a fail or low mark for a deferred assessment by way of an Appeal i.e. if you can show that you were not able to fully or properly disclose the EC or additional evidence <u>was not</u> considered by the original EC Panel because it was not available. Appeals cannot be considered until after the results are confirmed by relevant PAB.
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Extenuating Circumstances Claims for late or non-submitted Dissertations, Special Projects or Independent Study Modules (ISMs)
Please note the advice on submitting these assessments is now exactly the same as for ALL other assessments.

When you claim EC in relation to these assessments you will not be permitted to re-submit the assessment to improve any provisional grade in the light of marker comments.	When you claim EC in regard to one of these assessments/modules you <u>should not submit the work at all</u> , until you are fit to do so and hence no longer affected by the EC for which you claimed. Where you do inadvertently submit this type of assessment having claimed EC it will be returned to you by the supervisor without final comments or indicative marks	When the assessment is submitted and accepted it will be marked without penalty. <u>Students are not permitted to improve upon a dissertation, special project or ISM</u> after it has been marked. If the deferred assessment receives a fail mark you may be required to re-submit the assessment for a capped mark of 40%. This may mean you cannot progress to the next level or you may not graduate until a subsequent academic year. You can only challenge a fail or low mark by way of an Appeal i.e. if you can show that you were not able to fully or properly disclose the EC or additional evidence was not considered by the original EC Panel because it was not available.
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Extenuating Circumstances and Examinations:

There are <u>no changes</u> to the advice given to you in regard to claiming EC for <u>Examinations</u>	If you are unable to attend an examination, or do attend but are unable to complete the examination you are permitted to self-certify on health grounds, or claim in relation to the criteria outlined for EC in the Student Handbook	You should complete the appropriate form from Registry and if your claim is accepted by the EC Panel you will be deferred in the examination until the re-sit period.
What happens if you have a	If you have not been able to complete ANY	You should not worry if you are referred back to A.A

large amount of outstanding work	assessments on a number of modules over TWO semesters or THREE terms you may be referred by the EC Panel to AAC for guidance on your academic progress and Interruption of Studies.	for further advice, even if your EC claim was deemed valid by the EC Panel. AAC will discuss with you your ability to complete the assessment by the deferred deadline and help you consider what would be an appropriate way forward.
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Finally it is important that you sign both the personal statement and claim form before you submit this to Registry by the published deadline for the Semester or Term in which the assessment should be completed. Extenuating Circumstances will not go to the EX.C Panel without sufficient evidence. You are advised only to submit photocopies of your evidence with the form but you may later be required to produce the original documents.

An EC Panel will consider claims regularly and if the claim is valid, students will be emailed with the decision as soon as possible. The Panel will meet shortly after each published deadline to consider whether complex claims are valid. Following this process they will send a copy of your form back to you identifying whether your claim has been successful. If there is a query on your claim you may be referred to AAC for further information.

KEY:

A.A = Academic Advice: AAC Academic Advice Co-ordinator:

D&IAS = Disability and Inequality Advice Service:

EC = Extenuating Circumstances:

ECP = Extenuating Circumstances Panel:

LS = Learning Space:

PAB =Progress Award Board:

SRB = Student Review Board

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