

LCOM

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Introduction

The College seeks to respond in an equitable and consistent way to requests from students for extenuating circumstances to be taken into consideration for matters relating to significant amounts of time away, postponing clinical hours, matters affecting assessments and extensions to deadlines.

As well as the needs of the student claiming extenuating circumstances, academic integrity and fairness to other students must also be considered.

Students are responsible for ensuring that they inform the College of any circumstances that they consider are affecting their ability to study and/or undertake their studies or assessments as early as possible.

With early warning of a problem, the College can provide appropriate support.

Students should be aware that the College cannot respond to a student's circumstances if they remain unaware of relevant information.

Defining Extenuating Circumstances

Extenuating circumstances are usually personal or health problems that we define as:

“Exceptional, short-term events which are outside of a student’s control and have a negative impact upon their ability to prepare for or take (sit) an assessment or attend the college clinic.”

Responsibility

It is the responsibility of students to notify a member of the course management at the earliest opportunity, if there are any extenuating circumstances that might have a bearing on assessment performance or attendance.

You are encouraged to speak to your mentor, or a member of faculty as soon as you have identified an issue which may impact your ability to prepare for or undertake an assessment or significantly affect your attendance.

You should notify the Course Director formally by completing and submitting an Extenuating Circumstances form, along with additional relevant documentary evidence where appropriate.

Extenuating Circumstances Criteria

Extenuating circumstances must meet the following criteria:

- Non-academic – Problems with the management of the course, or with faculty should be dealt with via the Student Complaints Procedure.
- Out of your control – You could not reasonably have done anything to prevent them from happening.
- Impact – The circumstances had a negative impact on your ability to prepare for or sit an assessment or attend the college. (This must be recorded on your extenuating circumstances documentation.)
- Relevant – Occurred at the time of an assessment, or in the period immediately leading up to the assessment.

Likely to be accepted as extenuating circumstances:

The following is a non-exhaustive list of circumstances which are likely to be accepted as extenuating circumstances:

- Bereavement - death of close relative/significant other (which in an employment context would have led to a period of compassionate leave)
- Serious short term illness/accident/hospitalisation (which in an employment context would have led to a period of sickness absence)
- Deterioration or fluctuation of a disability or long term health condition
- Significant adverse personal/family circumstances
- Other significant exceptional factors for which there is evidence of stress caused, i.e. victim of crime.

Unlikely to be accepted as extenuating circumstances:

The following is a non-exhaustive list of circumstances which are unlikely to be accepted as extenuating circumstances:

- Medical circumstances without supporting medical documentation or retrospective medical evidence (i.e. a doctor's note stating that the student was seen after the illness occurred)

- Medical circumstances which do not relate to the period in question
- Minor illness or ailment, which in a work situation would be unlikely to lead to absence from work
- If there is a reasonable case that the circumstances were foreseeable and/or preventable
- Financial issues.
- Religious Observance
- Holidays/family events
- Transport difficulties such as delayed flights, strikes or traffic jams
- Late disclosure of circumstances on the basis that the student did not feel comfortable bringing the circumstances to the attention of the college prior to the relevant meetings/boards.
- Poor time management (pressure of work conflicting assessment deadlines, unavailability of books etc)
- Missing exams due to misreading of examination timetable or over sleeping
- Loss of computer data / printing problems (all work should be backed up)
- Submitting the wrong work for assessment or draft version of the work
- A long term condition where treatment or additional support/ arrangements are in place to mitigate

Religious observance and exams

Students who are observing religious festivals around the time of a deadline are responsible for planning their work so that it is completed and submitted before the deadline.

Students who know that attendance/work is prohibited on certain dates must inform the Course Director within seven days after release of assessment dates to seek consideration of this.

Ongoing Medical/Personal Problems

It is expected that long term or recurrent circumstances would normally be managed by medication or other treatment, special arrangements and/or support and would not fall under the scope of the extenuating circumstances policy.

Disability, Disabling Conditions, Specific Learning Difficulties

Any condition that can be defined as a “physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities” may be supported by College.

Submission of claims

Any student wishing their circumstances to be considered under this procedure should submit an Extenuating Circumstances form EC1, accompanied by appropriate evidence of impact, by the timescales given.

Claims accompanied by appropriate evidence should be submitted to the Course Director.

Timescales

The completed extenuating circumstances form should be returned, as soon as possible and in accordance with the following time limits:

I) Coursework: Claims must be submitted before the coursework deadline.

II) Timetabled assessments: Claims must be submitted prior to, or within seven days of the assessment.

III) Absence: Claims must be submitted prior to, or within seven days of the start of the absence period.

Application for assignment extension

To apply for an extension, you should submit an Extenuating Circumstances form EC1 and accompanying documentation. You should state in your request how long an extension you would like. Extensions are normally for a maximum of two weeks.

Application for a coursework extension will NOT be considered on the day of the submission deadline.

Supporting evidence

All evidence which the student wishes to use to support the claim should be submitted with the extenuating circumstances form.

Where evidence is not available at the time of submission of the form, it must be submitted within seven days of the coursework deadline or assessment.

In circumstances where this will not be possible, the student may request an extension of time in which to submit evidence.

Any extension of the deadline will be confirmed to the student in writing.

Where the circumstances arise extremely close to the deadline/examination (e.g. on the same or previous day), it may not be possible for the College to consider the claim before the relevant coursework deadline or assessment.

Ensure you retain original documents. All evidence submitted will be held securely and treated confidentially.

Scanned copies of documents (preferably in PDF format) should be supplied as email attachments along with the completed and signed EC1 form.

How your claim will be handled.

All claims should be submitted to course management.

All claims will be reviewed by the academic council and a decision made within one month of submission.

An appeal may be heard by the academic council only if new information regarding the circumstances is found. Only one appeal is allowed.

Decisions will be communicated to the student in writing and are subject to review by the awards board at the end of the course. Any review may affect their decision to award the MLCOM.

Claims may only be submitted before the awards board has reached a decision on a student's results.

Issues raised after the awards board has confirmed its decision in relation to a student's results, should be processed using the Academic Appeal Procedure.

Extenuating circumstances form EC1

This form should be completed by students who wish to claim Extenuating Circumstances (ECs) or request an Extension for a particular assessment.

Please read the Extenuating Circumstances Policy prior to submitting your claim.

Please note that individual members of faculty cannot be unable to approve extenuating circumstances or extensions.

1. STUDENT DETAILS

Name:	Date of request:
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2. AFFECTED ASSESSMENT

Please detail the assessment(s) for which you wish to claim Extenuating Circumstances

3. NATURE OF EXTENUATING CIRCUMSTANCES

Please indicate which circumstances apply to you. Please provide a brief description of the nature of your ECs. Explain how they have affected your assessments or why you require an extension. (If you are requesting an extension, please include an estimate of time lost in working on your assessments.

4. SUPPORTING EVIDENCE

Please list all supporting evidence enclosed with this submission. If you do not have the evidence, submit the form and state what evidence will be provided (marked 'to follow').

5. SUBMISSION AND DECLARATION

By submitting this form, you declare that it represents a true and complete description of your circumstances regarding the affected assessments.

Name:

Date:

Signature