



1 Introduction

1.1 Purpose and Parent Policy

This procedure outlines the steps by which a student may make a case for extenuating circumstances to be considered in respect of an assessment in line with the *Policy for Extenuating Circumstances*.

1.2 Responsibilities

a. Student Responsibilities

- i. The student is responsible for providing original and verifiable evidence of the circumstances affecting their efforts.
- ii. The student is responsible for making reasonable use of the policies, procedures and support services of the College so that they may, insofar as possible, negate any impact of personal circumstances on their effort (for instance, applying for reasonable accommodation).

b. Faculty Responsibilities

- i. The Director of Programme, or nominee, is responsible for assessing a claim of extenuating circumstances affecting performance in assessment and for granting any outcomes in line with the *Policy for Extenuating Circumstances*.

2 Procedure

2.1 Procedure for Applying for Mitigation of Extenuating Circumstances

a. Application

- i. Where a student feels that extenuating circumstances have obstructed them, the student can make an application for consideration of extenuating circumstances.
- ii. Applications must be made in writing to the Director of Programme and include:
 - Information about the circumstances to be considered
 - When the circumstances arose
 - The impact of the circumstances
 - What mitigation the student is seeking in respect of the circumstances.
- iii. Applications must be made as soon as practicable by the student once they become aware of the impact of the extenuating circumstances. Normally, applications for extenuating circumstances are not considered later than three days after the assessment event.
- iv. Applications must normally be accompanied by evidence of the extenuating circumstances.
- v. Where evidence is not immediately available, consideration of the application may not be made until after evidence is forthcoming.

b. Consideration

- i. The application is considered by the Director of Programme, or nominee from Faculty, in line with the *Policy for Extenuating Circumstances*, to determine:
 - If the circumstances referred to qualify as extenuating circumstances
 - If there is sufficient verifiable evidence to support the application
 - What mitigation, if any, can be offered to the student.
- ii. The Director of Programme may refer the student to the Student Support Officer based on consideration of their circumstances.

c. Outcomes

- i. The student is advised of the outcome of their application in writing within five working days of receipt of the application.
- ii. This written notification will include specifics of the outcome (i.e., a revised submission deadline).
- iii. In all cases where extenuating circumstances are granted, the relevant assessor will be advised as such, but will not be made aware of the circumstances. The assessor will also be notified of any revised deadlines or repeats.
- iv. Where extenuating circumstances are not granted, the normal regulations apply to the student as well as the normal sanctions for non-compliance.
- v. All assessment grades are provisional until agreed by the Board of Examiners — consequently, extenuating circumstances may also be confirmed by the Board of Examiners.

d. Applications during an Assessment Event

Where an application for extenuating circumstances is made while an assessment or examination period is ongoing, the following procedure applies:

- i. Until a decision is made, the student's effort is considered and graded as normal.
- ii. Any subsequent amendment or proposed action as a result of the student's extenuating circumstances will be communicated to the Board of Examiners.

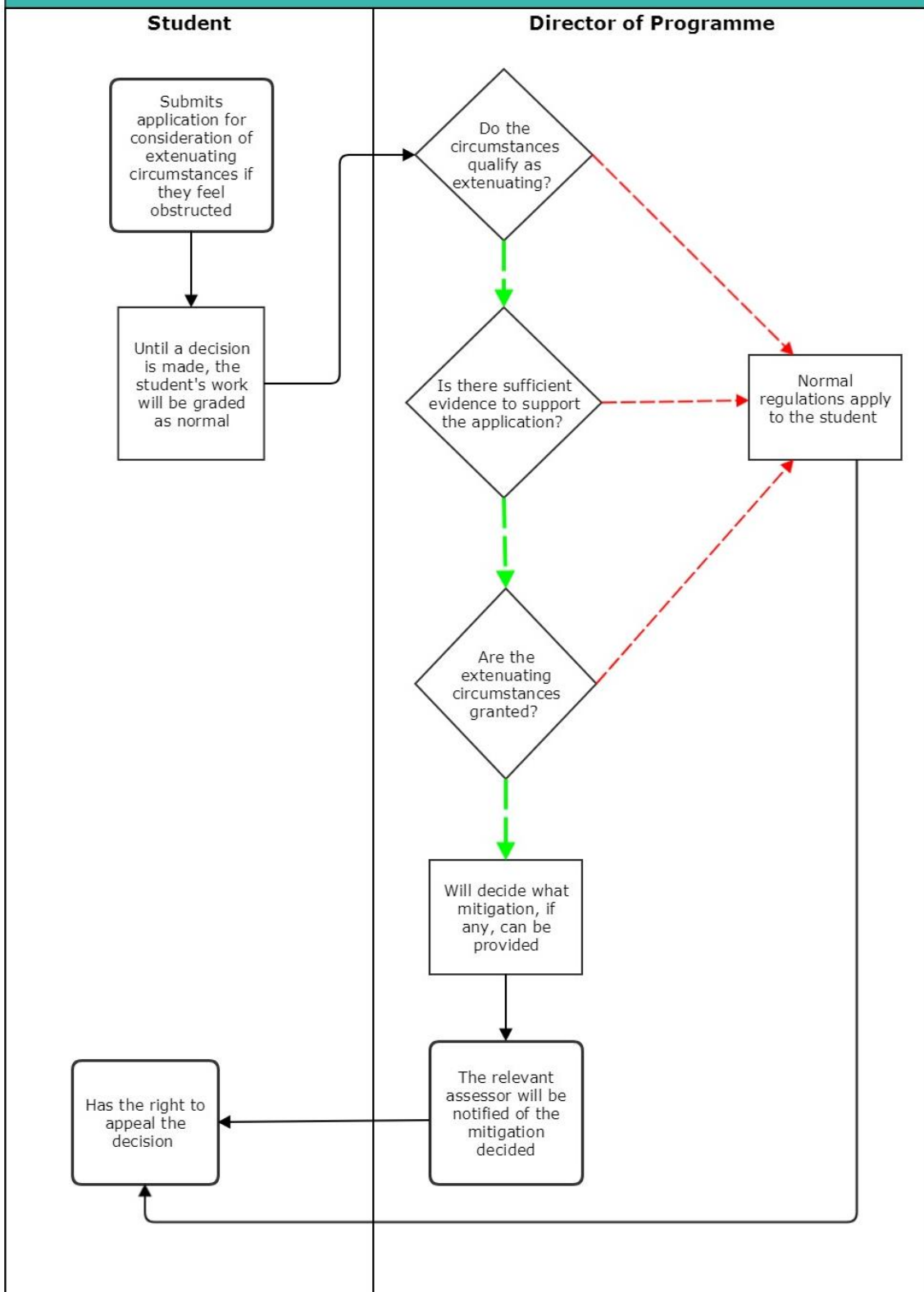
e. Right of Appeal

- i. The student may appeal the decision, as laid out in the *Policy for Appeals*.

Simplified: Applying for Mitigation of Extenuating Circumstances



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3 Document Control

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| Document Title | Procedure for Applying for Mitigation of Extenuating Circumstances | | |
| Author | QA Officer | | |
| Version | V1 | Adoption Date | 28.06.2018 |
| Expected Review Date | June 2019 | | |
| Related Policies | Policy for Extenuating Circumstances Policy for Appeals Policy for Student Support Policy for Assessment, Grading and Certification Policy for Reasonable Accommodation | | |
| Related Procedures | Procedure for Appealing a College Decision | | |
| Other related documents | Application for Mitigation of Extenuating Circumstances | | |