

Extenuating Circumstances Guidance

2023/24

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Version log

Date	Version no.	Summary of changes	Updated by	Approved by
March 2022	1.0		ACP	ACP
July 2023	2.0	Incorporated key points from EC workshop for partners	Alexandra Smith	ACP

Guidance for Extenuating Circumstances (EC) to be reviewed with the Extenuating Circumstances Regulations for Partners.

Types of EC Requests

- Extension to deadline submission date
- Delayed Assessment (or Reassessment) opportunity (potentially meaning 1st attempt voided, 2nd attempt (in normal next assessment period) to stand as if 1st))
- Request for special consideration by the Board of Examiners (regarding progression/classification)
- Repeat of a Period of Study or Interruption to Studies (considered by concession as appropriate)

Role of Pre-Board Extenuating Circumstances Panel's (ECP)

Pre-Board ECPs make recommendations to the Board of Examiners on how the impact of students reported Extenuating Circumstances (ECs) should be accommodated. The Pre-Board ECP shall receive all ECs along with a record of all student marks to be considered by the relevant Board of Examiners.

The Pre-Board ECP shall determine the severity of impact of each student's ECs and make a recommendation to the Board of Examiners on how the impact of the ECs should be accommodated where appropriate.

Recommendations include:

- Award a higher degree classification
- Where progression requirements have not been met, retake the year or part of the year with or without an interruption in study (a concession may be needed in addition so partners must consult with their Partnerships Manager in these instances)
- Provisional progression pending the successful outcome of a Delayed Assessment or Reassessment (only where a student has failed a single module and has approval for a further attempt)
- Student is transferred to an alternative course
- A further attempt for an assessment classified as deadline or event - either delayed assessment or reassessment
- Removal of a late penalty (not in Regulations but common practice)

It is expected the ECP may need detailed discussion relating students and that the Board of Examiners will ratify all recommendations of the ECP without the specific details of the ECs.

No minutes shall be taken of the Pre-Board ECP, only recommendations recorded.

Partnerships Managers must be invited to all Pre-Board ECP meetings.

Timing of Pre-Board EC Panels

The dates of ECP meetings and deadlines for the submission of ECs will be published to students. The regulations define this deadline should be no later than 10 working days prior to the meeting of the Pre-Board ECP.

Any EC submitted after the advertised deadline should be managed on a case-by-case basis and where possible should be considered by the ECP, particularly when a progression decision is to be considered.

If all the relevant information is provided with the EC we recommend every effort is made for the EC to be considered in advance of the Exam Board.

The ECP should be planned 2-5 days ahead of the Exam Board to ensure there is appropriate time to consider cases and update student records/exam board paperwork.

Where an EC is received too late for consideration by the ECP but still in advance of the Exam Board we recommend this student is removed from the Exam Board and the EC is reviewed as soon as possible, and Chair's Action is taken to confirm the Board decision.

Deadlines for ECs and dates of ECP meetings should be included in published assessment submission schedules/documents relating to assessments.

ECP Membership

Each institution shall have an Extenuating Circumstances Panel (ECP) appointed by the Principal (or equivalent) which will consist of a pool of no less than 4 members of academic staff to draw upon (one of whom will act as Chair).

The Chair of the ECP shall be a member of a/the Board of Examiners.

Chairs of Boards of Examiners are not permitted to act as ECP Chairs but may be members of the ECP.

A minimum of 2 members of the ECP pool are required to engage in the consideration of cases, with the exception of the Pre-Board ECP meeting where at least 3 members must be in attendance.

Actions/Outcomes

Outcomes of the Exam Board should be communicated to the student as soon as possible with clear details of any ECP adjustments and timings of additional (re)assessments.

If a student is offered Delayed Assessment or Reassessment these should be arranged at the next possible assessment opportunity for that student or individual arrangements can be made. If an ECP has recommended a reassessment in one module but delayed assessment in another module these can be undertaken during the same assessment period.

EC Flowchart Appendices:

Extenuating Circumstances Flowchart – with Self-Certified Extension

Extenuating Circumstances Flowchart – with no Self-Certified Extension