

Guidelines for Consideration of Extenuating Circumstances

As per existing agreed procedures, Extenuating Circumstances forms are to be reviewed as part of the Internal Review Process in Faculties and appropriate actions taken based on the scenarios outlined below. All forms must be accompanied by relevant and date specific supporting documentation. Details of appropriate types of documentation are outlined on the extenuating circumstances form. Once documentation is certified by the professional and date relevant, there should be no other subjective judgements made.

The Programme Chair should note their decision on the Extenuating Circumstances form by ticking the relevant box and signing.

Student records are to be updated on ITS as appropriate in advance of Progression and Award Board (PAB) meetings. Only in very exceptional or unusual circumstances should an application be referred to the PAB.

AWARD YEARS

Scenarios – Dates Correspond to Assessment Period & appropriate supporting documentation supplied	Action – Award Year
Student has passed module (present for all module assessment)	Refer to PAB. Check against overall performance. Reference student's individual performance and other students on the same module. Consider whether illness or deferred should be applied if out of line. If not out of line leave mark stand.
Student is within compensation range and compensation is permitted	No decision should be made until a full set of results are available. When available refer to PAB and take action as per passing module above.
Student is within compensation range and compensation is not permitted	No decision should be made until a full set of results are available. When available refer to PAB and take action as per passing module above.
Student has failed or absent from some or all of the module assessment	Illness or deferred should be applied as appropriate
Student is borderline pass or borderline compensation	If is student is within 2% of passing then the mark should be raised to minimum passing mark If the student is within 2% of compensation where compensation applies, then the student should be raised to the minimum compensating mark
Application made on basis of registered disability where approved accommodations were provided	No basis for application - Reject
Scenario – Dates DO NOT Correspond to Assessment Period	If no significant difference in the judgement of the Programme Chair, depending on the nature and structure of the assessment, approve If significant difference reject
Scenario – No Supporting Documentation	Reject
Scenario – Form received after submission date	Consider up to and including PAB where possible. Between PAB and publication date consider via Post PAB Amendment Following publication date student must appeal.
Any Other Scenarios	Refer to PAB

NON AWARD YEARS

Scenarios – Dates Correspond to Assessment Period & appropriate supporting documentation supplied	Action – Non Award Year
Student has passed module (present for all module assessment)	No action
Student has failed or absent from some or all of the module assessment	Illness or deferred should be applied as appropriate
Student is within compensation range and compensation is permitted	No decision should be made until a full set of results are available. When available and if eligible, compensation should apply and no further action should be taken.
Student is within compensation range and compensation is not permitted	If the student is $\leq 2\%$ of passing mark, then the mark should be raised to a minimum passing mark. If $>2\%$ from passing mark, then illness or deferred should be applied as appropriate
Student is borderline pass or borderline compensation	If a student is within 2% of passing then the mark should be raised to minimum passing mark If the student is within 2% of compensation where compensation applies, then the student should be raised to the minimum compensating mark
Claim made on basis of registered disability where approved accommodations were provided	No basis for application - Reject
Scenario – Dates DO NOT Correspond to Assessment Period	If no significant difference in the judgement of the Programme Chair, depending on the nature and structure of the assessment, approve If significant difference reject
Scenario – No Supporting Documentation	Reject
Scenario – Form received after submission date	Consider up to and including PAB where possible. Between PAB and publication date consider via Post PAB Amendment Following publication date student must appeal.
Any Other Scenarios	Refer to PAB

April 2013