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Approved by:	SLT	Date:	30/01/20 27/01/21 (Reviewed Jul 22, no changes)
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Review Date:	July 2023		
External Web Site appropriate:	YES		
Linked policies/College documents:	Assessment Policy Exams Procedure Exam Board records Extenuating Circumstances Procedure Complaints Policy		
Summary available:	NO		

Extenuating Circumstances Policy (HE)

**This document can be made available in other formats,
on request**

1. Introduction

- 1.1 The aim of this policy is to ensure students are not disadvantaged by the impact of short term, unexpected circumstances and to make clear the examples of adverse factors that shall be considered as extenuating circumstances by Newbury College, trading as University Centre Newbury (UCN).
- 1.2 This policy applies to all higher education students (including higher and degree apprentices). This policy is supported by the Extenuating Circumstances Procedure.
- 1.3 Awarding bodies publish guidelines for assessment and these must be followed in the first instance.

2. Definition of extenuating circumstances

- 2.1 The College defines extenuating circumstances as 'short term, exceptional circumstances, outside the control of the student, which prevent them from sitting or submitting an assessment on the specified deadline'.
- 2.1 The circumstances may relate to the health, personal life or employment of a student and are of sufficient seriousness that they prevent the student from attending, completing or submitting the assessment on time.
- 2.1 The circumstances are expected to be:
 1. Unavoidable: the student could not have taken steps to prevent or avoid the event or circumstance.
 2. Unforeseen: the student could not know of, nor anticipate the event.

Examples of valid and invalid extenuating circumstances can be found in the Extenuating Circumstances Procedure.

3 Circumstances considered under this policy

- 3.1. The policy is intended to cover short term adverse circumstances, beyond a student's direct control, which prevent them from completing work to a deadline, or to their customary standard of achievement. In these circumstances the policy enables students to request an extension to the deadline for submission of a piece of work, or to defer a formal exam or a practical assessment.
- 3.2. Students experiencing longer term adverse circumstances should speak with their Course Leader.
- 3.3. In some cases it may be more appropriate for students to apply to consider a break in their studies and they should speak with their Course Leader.

4 Evidence

- 4.1. Valid evidence must be submitted to support applications for extenuating circumstances. Evidence should come from independent third-party authorities (e.g., medical professionals, the police, counsellors, lawyers, police).
- 4.2. If evidence is of a highly personal or sensitive nature, support may be requested from the College Wellbeing Mentor or Safeguarding Officer who will provide guidance on how to present the evidence.
- 4.3. Students are advised to keep copies of all documentation which they submit.

5. Extenuating Circumstances Procedures

The process for submitting an Extenuating Circumstances application is detailed in the Extenuating Circumstances Procedures. This document includes examples of valid and invalid extenuating circumstances and covers suggested sources of evidence, late applications, outcomes and appeals.

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