

## Student Guide to Extensions and Mitigation

### Introduction

We recognise that circumstances may arise that may affect your ability to complete assessments within the deadlines set. These are commonly known as extenuating circumstances.

Extenuating circumstances are those which:

- Affect a student's ability to attend or submit assessments(s)
- Are outside a student's control
- Are supported with original documentary evidence

#### Acceptable Extenuating Circumstances

- Bereavement
- Illness
- Hospitalisation
- Victim of crime
  
- Evidenced transport cancellation
- Court attendance
- Traumatic incident
  
- Serious family illness (where negative impact on the student can be evidenced)
- Accident

#### Not Acceptable Extenuating Circumstances

- Holidays
- Weddings
- Family celebrations
- Computer failure: e.g. printing problems, computer failure, corrupt UBS stick
- Financial problems
- Work related problems
- Pressure or anxiety associated with assessment preparation or exams
- Accommodation issues
  
- Criminal conviction
- Mild illness lasting less than 7 days.
- Miss-reading assessment arrangements
- Pressure of work

You may choose to inform us of your extenuating circumstance in order to gain an extension to an assessment deadline or apply for mitigation, in order to minimise the potential impact on your progress. If you choose to do this you can be assured that any request you make will be treated confidentially.

You are advised to read this guidance carefully and in conjunction with the relevant awarding body academic regulations.

### Fit to Sit/Submit

The College's Extenuating Circumstances and Mitigation regulations are based on the Fit to Sit/Submit principle. This means that when you take an assessment you are declaring yourself fit to take the assessment.

If you feel that you are not fit to take the assessment then you may wish to apply for an extension or submit a claim for your extenuating circumstances to be considered by the Mitigation panel.

In the event that you do not take an assessment and have not submitted a claim for extenuating circumstances, then your assessment will normally be recorded as a non-submission.

### Extension or Mitigation?

You may seek an extension (normally up to 5 working days) to a coursework submission deadline, where you have valid extenuating circumstances which prevent you from being able to meet the relevant assessment submission deadline(s).

Alternatively, if you have valid extenuating circumstances which would not be alleviated by an extension you may apply for mitigation which would be considered by a Mitigation Panel.

### **To Request and Extension**

You will need to complete an Extension Request form, attach relevant evidence and submit to your Programme Manager for consideration, prior to the assessment deadline. Your request will be considered by your Programme Manager who will inform you of the outcome. Forms are available on the VLE.

If you think you have valid extenuating circumstances to request an extension you may do so up to your original assessment deadline and will normally receive a decision within 3 working days and should continue working on your assessment whilst you are awaiting a decision. Requests for extensions submitted after the assessment deadline will not be considered.

### **To Request Mitigation**

You will need to complete an Mitigation form, attach relevant evidence and submit to your Programme Manager for consideration by a Mitigation Panel (dates of panels are detailed in your Programme Handbook). Forms are available on the VLE and must be submitted within 5 working days of the assessment deadline.

### **Outcomes of Applications**

Category A – very serious – serious enough to consider alternative forms of assessment (see Academic Regulations for details)

Category B – serious enough to defer assessment or offer alternative assessment where appropriate

Category C - rejection of application due to insufficient evidence or not deemed sufficiently serious to warrant deferral.

The Mitigation Panel will not change individual module marks but will make recommendations to the Board of Examiners regarding decisions on progression or award.

Students will be informed of the panel's decision in writing.

### **Students' Responsibilities**

In accordance with our Academic Regulations you have a responsibility to:

- Declare yourself fit to sit/submit by attending or submitting assessment.
- Inform the College of any extenuating circumstances you wish to be considered if you are prevented from submitting assessment coursework and/or taking examinations or any other scheduled assessment.
- Submit extenuating circumstances in writing using the appropriate college form.
- Include relevant, original documentary evidence.
- Complete all documents in full.

If you fail to undertake these responsibilities in respect of your extenuating circumstances you may not be granted the relevant extensions.

### **Evidence**

All requests for extensions and mitigation must be accompanied by independent, original (not copies) documentary evidence. You may wish to submit these to your Programme Manager in hard copy or electronically. You are advised to check they have been received and keep copies for your records. All requests and accompanying evidence are treated with the utmost care and in confidence.

If you do not wish to submit your original documentation you may request that your Programme Manager makes a copy and authenticates it.

Evidence would normally include:

- **Illness** Medical certificate from a **doctor** stating the nature, severity and duration of the illness
- **Crime** (e.g. burglary) Official police crime report
- **Bereavement** Death Certificate
- **Motor Incident/Accident** Police report/Hospital admission certificate
- **Other** Written evidence from an independent third party who has first-hand knowledge of the situation

It is very important that any evidence you supply contains the dates between or on which your extenuating circumstances apply.

**Please Note: If evidence is found to be false, the student will be subject to disciplinary action.**

### **Advice and Further Guidance**

The Leeds City College Students' Union Advice Service offers free, independent and confidential advice and representation to students. If you need advice on your circumstances or help to complete the relevant form(s) please contact them directly on 0113 2162215.