

THE ADDITIONAL CONSIDERATIONS PROCEDURE

Applies to:	
Harrogate College	
Keighley College	
Leeds City College	
Leeds Conservatoire	
Leeds Sixth Form College / Pudsey Sixth Form College	
Luminate Group Services	
University Centre Leeds	X

Contents

1. INTRODUCTION	3
2. ADDITIONAL CONSIDERATIONS CIRCUMSTANCES.....	3
3. ADDITIONAL CONSIDERATIONS EXAMPLES	3
4. ADDITIONAL CONSIDERATIONS PROCESS	4
5. ADDITIONAL CONSIDERATIONS OUTCOMES	5
6. DISABILITY	6
Annex 1: Examples of Acceptable Evidence	6

1. INTRODUCTION

Additional considerations refers to extra time or support that students can request towards their assessment if they are experiencing circumstances outside of their control that are having a negative impact on their studies.

It is the responsibility of the student to ensure that assessments are completed by the published deadline. Missing a deadline will generally mean that work is subject to a penalty and may not be marked at all (please refer to the Academic Regulations and/or Assessment Procedures).

If a student is unable to complete an assessment by the date published, they may be eligible to apply for Additional Considerations. Applications for additional consideration will be considered for circumstances that a student cannot overcome or manage without an impact on their ability to undertake assessments because they occur suddenly, unexpectedly or are severe in nature.

These circumstances are significant, short-lived, unforeseeable, unpredictable and outside of the student's control. They are not circumstances and/or conditions that have been previously registered with the Provider.

2. ADDITIONAL CONSIDERATIONS CIRCUMSTANCES

Additional considerations applications may be made if the student:

- is unable to attend an examination or submit coursework / assessment tasks by the deadline
- started an examination but was unable to complete it due to sickness or a crisis, for example
- has missed a coursework submission deadline or an examination in the last **7 days (1 calendar week)**

For the purposes of this procedure, this included any form of assessment where the student is required to submit a piece or body of work either online or in hard copy or attend an exam by a specified deadline.

3. ADDITIONAL CONSIDERATIONS EXAMPLES

Examples of requests for extensions or additional consideration the Provider is likely to accept include (this list is not exhaustive, and each application will be considered on its own merit:

- a. Significant short-term physical illness or injury.
- b. Significant short-term mental ill-health.
- c. A disability (including Specific Learning Difficulties (such as dyslexia and dyspraxia), mental health conditions and long-term medical conditions) where there has been an acute episode or worsening of condition. Please see section 6 for further information.
- d. Death or serious illness of a person with whom the student has a close relationship.
- e. A long-term relationship breakdown, such as a marriage.
- f. Exceptional (i.e. non-routine) caring responsibilities.
- g. Experience of sexual harassment or assault.
- h. Experience of other types of harassment.
- i. Victim of a crime which is likely to have significant emotional impact.

- j. Military conflict, natural disaster, or extreme weather conditions.
- k. Severe financial difficulties, subject to mitigating circumstance assessment.
- l. Catastrophic technical failure preventing the submission of an online time-limited examination by the published deadline.
- m. Exposure to a difficult/challenging home environment.
- n. Psychological distress caused by a traumatic event that affects a particular group within society (collective trauma) and which has had a significant impact on a student's ability to meet an assessment deadline.

Examples of requests for additional consideration the Provider is unlikely to accept include:

- a. A minor short-term illness or injury, which would not reasonably have had a significant adverse impact on assessment.
- b. Circumstances which were foreseeable or preventable.
- c. Holidays.
- d. Pressure of academic work (unless this contributes to ill-health).
- e. Poor time-management.
- f. Lack of awareness of dates or times of assessment submission or examination.
- g. Failures of equipment, including IT systems and computer viruses. These will only be accepted when they occur site-wide, nationally, or internationally and can be verified by an independent source.
- h. Attending an interview for a job or placement (Where an interview for employment or a work placement clash with a scheduled assessment, a student is expected to rearrange the interview for a more appropriate time, if the Employer has flexibility to do that;
- i. Requests relating to group assessment, particularly in relation to the planning and preparation (e.g., intra-group conflict or absence/non-cooperation of one or more group members). Instead, these should be reported directly to the Module Leader/Module Co-ordinator at the earliest opportunity.
- j. Routine commitments to paid or voluntary employment.

4. ADDITIONAL CONSIDERATIONS PROCESS

A request for additional consideration must be submitted via My Portal no later than 7 days (1 calendar week) after the assessment deadline. The online form has been designed to ensure that submitting a request is simple and straightforward for the student. They will be taken through the process, step by step, to ensure that all relevant information is collected, and all relevant sections of the form have been completed.

It is the student's responsibility to ensure that all appropriate evidence to support their application for additional considerations is upload and submitted within the 7 days (1 calendar week) where possible. Examples of acceptable forms of evidence are found in Appendix 1.

This may require students to scan original documents or provide screen shots and attach them to the request via the upload facility which forms part of the submission process. Registry retain the right to validate evidence with an appropriate external organisation as deemed necessary, e.g. confirming

with a GP that the GP letter has been produced by them. If the evidence is not available at the time of the request (i.e., waiting for receipt of a medical certificate), then it is still possible to submit a request without supporting evidence in the first instance.

All written evidence must be submitted in English, if the evidence is not in English, a translation must be provided when the evidence is submitted. If the evidence is in another language, the student must provide both a copy of the original note and a certified translation into English. The Provider may seek to verify the accuracy of the translation provided.

In all applications, a student is expected to provide their own account of the circumstances. Wherever possible, they should also provide corroborating evidence from a third party.

If a student in their request for additional consideration is suspected of submitting a fraudulent request, this will be dealt with through the HE student Code of Conduct and Disciplinary Procedures.

Self Certification / Short Extensions

Students will be able to apply for short extension and/or self-certify for any absence from an examination or non-submission of coursework or assessment task(s), or if their performance was affected, for illnesses affecting between 1 and 5 consecutive working days (up to 1 calendar week). This is done by clicking the self-certificate box within the process of applying for additional considerations through My Portal.

Any request for a short extension using self-certification must still contain a clear and detailed description of the reasons for non-attendance.

Students can use the Self-Certification process to apply for a short extension for a maximum of two applications in a particular Semester, or three applications in an academic year. A submission covers the 5 day period but the student must list all the modules and assessments they want it to cover in that 5 day period. Requests above three applications in an academic year will require discussion with the Registry and Student Support team and a review of individual needs, and any formal adjustments needed.

The student does need to be aware that the implications of self-certification / short extension would mean the assessment would be deferred to a later date (which may impact on progression or course completion date), particularly if the assessment is deferred to another important and busy assessment period.

5. ADDITIONAL CONSIDERATIONS OUTCOMES

The student will be notified of the outcome through their student email address and will also be available to view in their MY Portal under 'completed requests'.

The possible outcome from an approved application for additional consideration would be one of the following:

In relation to Self-certification / short extension - If the request is approved, an extension of **five working days** will be applied from the original date of submission.

Additional Considerations that are not self-certification for a short extension - The student will be given the opportunity to complete the affected assessment with a revised deadline for

submission (e.g., the next available opportunity, exam period or submission date).

University Centre Leeds operates a 'Support to Study/Submit' policy. This means that if you take an assessment or an exam then you are deeming yourself well enough to do so. We cannot accept requests for additional considerations after the event..

An International student with a Student Study Visa is not permitted to stay in the UK beyond the expiry date stated on their Visa. Although an extension to studies may be approved, it may not be appropriate or legally advisable for the student to remain at the Provider or in the UK to complete their programme of study. Advice regarding whether the Provider will be able to support a further Visa application or extension needs to be sought by examinations team from the HE Registrar, in advance of the case for approving the extension.

If the request for additional consideration is declined, it is likely to be for one of the following reasons:

- It has been submitted late (more than ten working days from the submission deadline).
- There is insufficient evidence to support the reported circumstances.
- It is not deemed to be a valid reason.

A student has the right to appeal a decision made by the Examinations team, such appeals **must** normally be submitted within 15 working days of the publication of the decision, providing legitimate grounds for appeal (**Academic Appeals Policy**).

The student will receive an email informing them of the outcome of their request the outcome will also be sent to the Module Leader/s /Module Co-ordinator of the modules affected and the Academic Manager/Programme Manager.

6. DISABILITY

Including Specific Learning Difficulties (such as dyslexia and dyspraxia, mental health conditions and long-term medical conditions)

If a student has a disability, or they have a long-term health condition (12 months or more) that impacts on their day to day activities, they should register with Disability Support who will advise further on support and reasonable adjustments to their study and assessment.

Disability includes specific learning difficulties (such as dyslexia and dyspraxia), as well as diagnosed mental health conditions. Students can find out more about Disability Support by raising an enquiry through the My Portal link on the students landing page.

If a disabled student experiences difficult circumstances unrelated to their disability, they should apply through the procedures outlined above in Sections 4 and 5.

If a student has reasonable adjustments in place but they experience an acute episode or worsening of their condition which means that the reasonable adjustments in place are no longer sufficient, students should submit an application for additional consideration where their assessments have been affected.

Annex 1: Examples of Acceptable Evidence

The following guidance provides examples of acceptable evidence to support requests for extension requests and additional consideration.

Where a student is already engaging with support from Student Support, evidence of that engagement can be used as support for an application.

Staff are not permitted to provide letters of support where the issues are not known to them in advance.

A wide range of support services are available; students are encouraged to access support as soon as possible. Students can also seek independent advice from the Students' Union.

The following can be acceptable forms of evidence; this list is not meant to be exhaustive:

Evidence that is likely to approve a request:

- An independent assessment of the student's illness by a medical practitioner, obtained at or immediately after the time of the circumstances;
- Records with the student name that provide a timeline of appointments or medical summaries that can be provided through the NHS App or from the student's surgery;
- Evidence from another professional service, e.g. Student Counselling, obtained at or immediately after the time of the circumstances;
- Written accounts from staff who have directly witnessed the circumstances, or their impact on the student's wellbeing or ability to perform in assessment, e.g. Personal Supervisors, Faculty Student Hub Staff, Accommodation Wardens;
- Written account from an independent third party from outside the University who directly witnessed the circumstances, e.g. notary, emergency worker;
- Documentary evidence from other sources, e.g. police report, legal documents, news reports of traumatic events. Evidence that is unlikely to approve a request:
- Self-certification / short extension form completed by the student only describing medical circumstances, and not their timing and impact;
- Medical certification, or evidence from other professional services, which merely restates the student's own account rather than providing an independent assessment of the student's illness;
- Written account from the student's family or friends who have directly witnessed the circumstances, or their impact on the student's wellbeing or ability to perform in assessment.
- Medical certification, or evidence from other professional services, obtained a significant period of time before or after the circumstances took place