EXTENUATING CIRCUMSTANCES POLICY

This policy is applicable to all students studying on a university-level award at CSVPA.

Version control

PURPOSE/CHANGE	AUTHOR	DATE
Original document for 2024-25 approved at Academic Board.	Megan Knight	September 5 2024
Approved for 2025-26	Megan Knight	September 11 2025
Change to number of self-certifications allowed in an academic year.		September 23 2026
Approved for 2026-27		September 23 2026

Please read the following points carefully before completing and submitting the attached Extenuating Circumstances application form.

If you need advice or guidance, please speak to the Head of Welfare or the Dean of Student Experience. You can contact them through Student Services.

1. Scope and definition

1.1. You can only use valid extenuating circumstances to gain further time for assessments. They cannot be used to gain additional marks.

1.2. CSVPA may consider certain extenuating circumstances in mitigation of:

a) failure to submit work by the assessment submission deadline

b) failure to attend for timed assessments or examinations

1.3. Extenuating circumstances are circumstances which:

a) are exceptional

b) are outside your control

c) are corroborated by independent evidence

d) are likely to have a negative impact on your ability to undertake or complete assessments

e) are short term, lasting no more than 2 weeks (longer term issues should be discussed with the Student Welfare Team in the first instance).

Examples include:

a) illness at the time of the date for the submission of work or the examination

b) illness that interferes with your ability to work on a longer-term project or assessment

c) bereavement

d) an acute episode of a chronic condition which has an impact on you that is not mitigated by any reasonable adjustments (such as adjusted deadlines) already in place

e) substantive technological failure or damage/loss of equipment

f) severe mental or emotional stress at or immediately before the date for submission of work or the time of the examination.

Examples of the kind of circumstances which will not normally be deemed valid are:

a) mild unspecified depression or a level of anxiety and stress which normally occurs at assessment time

b) failure to upload the correct file for submission

c) minor technical problems such as the loss of wifi or printing facilities

d) pressure of outside employment,

e) a member of a group being unable/unwilling to submit work for a wider group assessment (this should be discussed with your course team in the first instance)

f) a long-term health condition or disability for which reasonable adjustments have already been made

g) personal disruptions or events which you could have anticipated, such as holidays, weddings, changing address or employment, religious holidays or festivals which are usually known in advance. Where these events interfere with a timed assessment activity such as a presentation, you should speak to your tutor in advance.

These examples are not definitive and are intended only as a guide, and the School considers all applications for extenuating circumstances on an individual basis, taking into account the full circumstances of a particular case.

2. Regulations

2.1. It is your responsibility to use this process where you believe you may have extenuating circumstances which have affected, or will affect your ability to meet an assessment deadline. If you choose not to make a claim for extenuating circumstances at the time of assessment you will not normally be permitted to use those circumstances as grounds for a subsequent appeal, as by submitting your work you are declaring that you are well enough to do so.

2.2. All claims of extenuating circumstances are treated as confidential and any information you submit will be used to determine the validity of your claims and, where appropriate, by senior staff to ensure you have the necessary/ongoing support in place. The assessment board and/or course tutors considering the student in question will be notified only that a named student has valid extenuating circumstances

2.3. Where required, a full Extenuating Circumstance Panel (ECP) may be convened by the Academic Quality and Standards Committee. A full ECP comprises:

a) A member of AQSC as chair

b) A representative of the Student Welfare Team

c) Two members of academic staff

d) A clerk

A decision of the ECP may be taken by a simple majority, with the chair holding the deciding vote in the event of a tie.

3. Types of extension

3.1. Short Extensions

3.1.1. If you are affected by a short-term issue and only require a few days to catch up, you may apply for an extension of **up to** 5 working days. For this short extension you do not need to provide corroborating evidence, but you will need to complete an application and 'self-certify' that you have been affected by an issue outside of your control that has prevented you from submitting an assessment by the published deadline.

3.1.2. Short term extensions may be decided by your Course Leader, or they may ask a full EC panel to convene

3.1.3. You may make no more than **one** application for short, self-certified, extensions during an academic year.

3.2. Long Extensions

3.2.1. If you require a longer extension, of up to 10 working days, you should complete an Extenuating Circumstances application. It is your responsibility to ensure all information is complete and accurate. Applications should be accompanied by independent corroborating evidence, for example, medical evidence dated within the extenuating circumstances timeframe or a statement from Student Services regarding support provided.

3.2.2. You should submit your extenuating circumstances claim as soon as possible to the event(s) noted within the claim. Your claims, including supporting evidence, must be submitted within ten working days of the assessment deadline. Claims submitted after this timeframe will not normally be considered. Claims made more than four weeks in advance of a submission deadline will not normally be considered unless they relate to in-patient hospital treatment.

3.2.3. Long term extensions may be decided by the Chair of the Academic Quality and Standards Committee or nominee, or by an EC panel.

3.3. Deferrals

3.3.1. If an extension of ten days is not sufficient, due to the nature and severity of the issue, you may apply directly for an extension of up to three months, called a deferral. This can only be granted in exceptional circumstances, and with the full support of the Welfare Team and the Dean of Students. If you think you will need a deferral, please speak to the welfare team before making an application.

3.3.2. A full EC panel can recommend a deferral to the Board of Examiners, but the decision is taken by the Board.

4. Process

4.1. All requests must be made using the Extenuating Circumstances Form which must be completed and sent, along with your evidence to studentservices@csvpa.com

4.1.1. Once your claim has been received it will be reviewed, and you will be informed of the decision by email. The possible decisions are:

a) Approved. In this case you will be informed of the new deadline and arrangements for submission by email following the decision.

b) Rejected, in this case you will be expected to adhere to the original deadline, or the standard penalties will be applied. You will be informed of this by email.

c) You may be asked to provide more evidence before your claim can be decided. You will be informed of this by email and will need to respond within the timeframe in that email.

5. Appeals

5.1. If a claim is rejected, you may appeal the decision using the Appeals Policy and Procedure

6. Fit to sit policy

6.1. If you submit an assessment, you are declaring that you are well enough to do so. If you feel that your ability to complete and/or submit your assessment has been affected by extenuating circumstances, you should not submit your assessment and you should make a claim for extenuating circumstances instead.

6.2. If you choose to submit your assessment on time despite having made a claim for extenuating circumstances, you are confirming that you do not wish to use

the additional time. In such cases you will not normally be permitted to use those circumstances as valid grounds for appeal.

6.3. If you have already submitted work for assessment, it is not normally permissible to make a subsequent claim for extenuating circumstances.