

## ADDENDUM TO EXTENUATING CIRCUMSTANCES POLICY AND PROCEDURE 2020/21

The following revisions are made to the 2020/21 Extenuating Circumstances Policy and Procedure in response to the Covid-19 pandemic.

These revisions form part of the University's "Supporting Fair Assessment Outcomes" for students taking assessments under difficult circumstances during Semester/Trimester 2.

**These revisions are in place for the remainder of the 2020/21 academic year and do not apply retrospectively.**

The following paragraphs of the [Extenuating Circumstances Policy and Procedure](#) are revised.

	<b><i>Existing paragraph</i></b>	<b><i>Addendum revision</i></b>
Point 7	<p>Extenuating circumstances are life circumstances that are impacting on your performance in assessment in a way you could not reasonably have anticipated at the beginning of an academic year because:</p> <ol style="list-style-type: none"> <li>I. Something has occurred, or been diagnosed, suddenly and unexpectedly during the academic year, or</li> <li>II. Pre-existing difficult and complex life circumstances have intensified during the academic year.</li> </ol>	<p>The definition of extenuating circumstances is extended to include all Covid-19 related issues including illness, self-isolation, IT issues due to remote learning, accessibility of learning and research materials, unexpected childcare.</p>
<b><u>Extending a Submission Deadline</u></b>		
	<b><i>Existing paragraph</i></b>	<b><i>Addendum revision</i></b>
Point 18	<p>Extensions are intended to allow you to complete coursework, not to start it. Therefore you are required to demonstrate that you have made such progress that it is reasonable to assume that you would have completed on time had it not been for the circumstances reported. Failure to provide work in progress will mean that your extension request is declined.</p>	<p>Work in progress is not required.</p>
Point 20	<p>If your request is accepted you will be given an extended submission deadline of 5 working days. It will be your responsibility to meet the new deadline. It is not possible to request a further extension. If you feel your extenuating circumstances are preventing you from meeting the new deadline, you should speak</p>	<p>If your request is accepted you will be given an extended submission deadline of 10 working days.</p>

	to your Student Support Adviser for advice about available options.	
<b><u>Repeating an Assessment Attempt</u></b>		
Point 28	<p>The RRAA must include:</p> <ul style="list-style-type: none"> <li>• A clear and concise explanation of your circumstances and the impact they have had on your performance in the assessment.</li> <li>• Details of whether you have previously reported your circumstances to a member of staff.</li> <li>• Relevant independent documentary evidence to support your claim where it can be provided. Please see the <a href="#">evidence to support a RRAA guidance</a></li> </ul>	<p>Independent documentary evidence to support your claim is not required for medical-related issues or for any Covid-19 related issues.</p> <p>Evidence is required for non-medical issues not related to Covid-19.</p>
Point 31	<p>If the ECP accepts your RRAA and you have passed the module concerned, you will not normally be allowed to repeat any task on that module. However, if you are a Level 6 or 7 student, you can ask to repeat a task affected by approved extenuating circumstances if you meet the following criteria:-</p> <ul style="list-style-type: none"> <li>• the module affected is a Level 6 or 7 module</li> <li>• your final award has been published</li> <li>• repeating the task could make a difference to your final award</li> <li>• you submitted your RRAA prior to publication of your final award</li> <li>• you have submitted your request to take the affected tasks again within 5 working days of your final award being published.</li> </ul> <p>If you do repeat a task on a module you have already passed and the mark you achieve is lower than your initial attempt, then the initial (higher) mark will be used to calculate the overall module mark.</p>	<p>Students on all levels who have an accepted RRAA on a passed module can ask to repeat the task on the module affected by extenuating circumstances, if you meet the following criteria:-</p> <ul style="list-style-type: none"> <li>• you submitted your RRAA prior to publication of your confirmed results on My Student Record</li> <li>• you submitted your request to take the affected task(s) again within 5 working days of your results being published.</li> </ul>