

## Extenuating Circumstances, Coursework Extensions and Notifying Absence from Teaching and Assessment due to Illness or Other Cause

This document sets out the revised University policy by which circumstances that affect the performance of students on taught programmes in assessment should be reported, certified and considered from 1 March 2020 for the 2019/20 academic year and until further notice.

During this period of exceptional circumstance, the University's policies around Extenuating Circumstances, Absence and Coursework Extensions for taught students, as set out in the [Regulations and Code of Practice for Taught Programmes](#) have been amended, the following will now apply and supersedes existing policies.

### Extenuating circumstances

#### On or after the 1<sup>st</sup> March 2020

1. Students will not be expected to submit extenuating circumstances ('ECs') related to Covid-19 given that the University is putting into place mitigations for all students to account for the general impact of the Covid-19, unless an individual student believes that the general mitigations are not sufficient to account for the impact upon them, in which case they should submit an EC. Students are not required to provide evidence in this situation.
2. Students may submit ECs for any other circumstance that has affected their performance in assessment. Students are not normally required to provide evidence in this situation but may do so.
3. For the non-modular professional programmes in the Faculty of Health Sciences, the practice of only considering a claim for extenuating circumstances if a student is unable to progress may continue.

#### Before 1<sup>st</sup> March 2020

4. Students will not be expected to submit ECs in response to disruption to their performance in assessment caused by industrial action, unless a circumstance, not directly connected to the industrial action, has been exacerbated by the impact of the action. Students are not required to provide evidence if they do.
5. Students that have previously submitted ECs should have them considered and taken into account in the normal way.

### Absence from teaching or timed assessment ('self-certification')

6. Students should notify the University via an online form of their absence from:
  - teaching and learning activities, if this lasts for more than seven consecutive calendar days;
  - any timed assessment events (prior to the assessment event).
7. No evidence is required.
8. An individual submission for absence may cover any assessments up to and including a period of 14 calendar days.

**Coursework extensions for the submission of summative coursework (and formative coursework that is required for credit), excluding taught postgraduate dissertations.**

9. Students may apply for an extension to the deadline for the submission of their coursework of up to and including 14 calendar days or may defer the coursework to later in the academic year (normally in the second summer assessment period or date as advised by the school).
10. Evidence is not required.
11. Any application will be automatically approved.
12. A student may request an extension but later choose to defer the assessment.
13. Applications should be submitted by the deadline.
14. Students should otherwise submit work on time; a penalty for late submission (i.e. without advance notification to the University) will be applied unless waived due to extenuating circumstances.

*Approved by the Chair of University Education Committee*

*31 March 2020*