

Extenuating Circumstances Policy



The Institute
of Contemporary
Music Performance
review date

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V3.0	Q4 21-22	Revisions	Academic Registrar	Q4 23-24
V2.0	Sept 2020 Academic Board	Review	Academic Registrar	Biennially and as required
V1.0	26/06/19 Academic Board	Review	Academic Registrar	Annually and as required
Related policies				
<ul style="list-style-type: none"> • Student Disciplinary Policy • Support to Study Policy • Academic Appeal Policy • Academic Integrity Policy 				
External Reference				
<p>UK Quality Code for Higher Education, Advice and Guidance: enabling student achievement. ICMP seeks to provide a safe and secure environment which is conducive to work and study for all students and staff.</p>				

1. Introduction

1.1. ICMP recognises that, at times, our students may face challenges entirely outside their control which impair their ability to achieve to their maximum potential. The purpose of these regulations is to provide a framework to enable all students to be assessed on equal terms, by allowing students facing such challenges to delay taking an assessment until a time when they are no longer impaired. These regulations therefore allow a student to apply for an extension or a deferral:

- i. in an assessment where the student is prevented, due to circumstances beyond their control, from taking that assessment by or on the published date; or, exceptionally
- ii. in an assessment taken by the student which was adversely affected by those circumstances

These regulations also seek to balance this objective with the need to ensure that no student can abuse the extenuating circumstances process in order to gain an unfair advantage over other students, by using the process inappropriately or excessively.

1.2. This document applies to the following:

- a) All ICMP students registered on ICMP validated programmes

1.3. This document does **not** apply to:

- a) ICMP students registered on UEL validated programmes. Students should contact academic support, academic.support@icmp.ac.uk in the first instance.

2. Definitions

2.1. ICMP defines extenuating circumstances as acute, serious unforeseen and unpreventable circumstances that significantly impact a student's ability to take an assessment by or on the published due date

2.2. Self-certification: a mechanism by which a student is able to submit an extenuating circumstance claim without providing independent supporting evidence.

2.3. Extension: the granting of an extension allows a student an additional five working days beyond the published due date to submit the assessment task without penalty. This extension deadline provides for the assessment to be marked in good time for the mark to be considered by the scheduled assessment board. An extension will only be granted for self-certificated applications

2.4. Deferral: the granting of a deferral allows a student to delay taking the assessment until the next occasion that that assessment is due or scheduled without penalty. A deferral will be granted for an evidence based application.

3. Principles

3.1. Only extenuating circumstances reported through the proper procedures may be taken into account.

- 3.2. Extenuating circumstances claims cannot be submitted for work that has been already been submitted.
- 3.3. Once an extenuating circumstances claim has been submitted, the application cannot be subsequently withdrawn
- 3.4. Confidentiality will be respected in the handling and consideration of extenuating circumstances claims. Confidential information will only be shared with the relevant individuals involved in the handling and consideration of claims.
- 3.5. Communication with students will be via the student's ICMP email address
- 3.6. Any students submitting claims under these regulations may obtain advice and guidance from the Registry, academic.support@icmp.ac.uk.
- 3.7. An appeal against the decision of the Extenuating Circumstances Board can only be submitted on the grounds there has been procedural irregularity in the conduct of the Extenuating Circumstances Board.
- 3.8. Assessment marks and award classifications cannot be changed as a result of extenuating circumstances. The only exceptions to this are:
 - a) where a claim is accepted in respect of an assessment that has already been awarded a mark of 0 (zero) due to non-submission or non-attendance; or, exceptionally
- 3.9. A claim for extenuating circumstances must be submitted prior to, or within 5 working days, of the deadline for the submission of coursework.
- 3.10. A claim for extenuating circumstance should not be submitted more than 10 working days before the deadline.

4. Grounds for Extenuating Circumstances

- 4.1. The following circumstances, supported by documentary evidence, may be considered grounds for deferral:
 - a) Serious personal injury, such as a broken limb, a medical condition requiring hospital attention, a newly diagnosed medical condition, or a atypical escalation of an existing medical condition
 - b) Being a victim of a serious crime prior to the assessment period
 - c) The serious illness or death of a close relative; usually a partner, parent, child or sibling

This list is not exhaustive.

- 4.2. The following circumstances are **not** normally considered as grounds for extenuation:
 - a) The death or illness of a distant relative

- b) Fluctuating or recurring symptoms of a known disability encapsulated within a support agreement (see 3.4)
- c) Personal disruptions or events which could have been anticipated; such as holidays, weddings, changing address or employment, religious holidays or festivals which are usually known in advance
- d) Work pressure
- e) Financial problems
- f) Transport difficulties
- g) Confusion over time, date, location of an exam or assignment hand-in
- h) Computer failure of non ICMP equipment or storage media
- i) Computer failure of ICMP equipment or storage media where failure is less than 24 continuous hours
- j) Loss of data or other assessment materials
- k) Evidence not presented in English
- l) Any claim not supported by evidence

This list is not exhaustive.

4.3. Extenuating Circumstances and Disability

- a) We recognise that certain disabilities will have fluctuating or recurring symptoms and that students with disabilities experience a higher susceptibility to stress. However, this should be encapsulated within the support agreement drawn up between disabled students and the Disability and Wellbeing Team and may therefore be regarded as foreseen and manageable with any agreed adjustments in that document.
- b) Any escalation of symptoms that exceed adjustments should be discussed in the light of extending existing reasonable adjustments or the **Support to Study Procedure**.

5. Procedure for submitting claims for Extenuating Circumstances

- 5.1. To submit a claim for extenuating circumstances, students must complete the Extenuating Circumstances Form.
- 5.2. Students should read the instructions on the form carefully, complete the form in full and provide relevant documentary evidence.
- 5.3. Students should return to the completed form to Academic Support (either in person or electronically, academic.support@icmp.ac.uk)
- 5.4. In all cases, claims must be submitted on the correct form and be supported by independent documentary evidence.
- 5.5. Assessment
 - a) A claim for extenuating circumstances must be submitted prior to, or within 5 working days, of the deadline for the submission of coursework.
- 5.6. Timetables assessments / performance / examination
 - a) A claim for extenuating circumstances must be submitted prior to, or within 5 working days, of the examination.
- 5.7. Procedure for submitting late claims

- a) There may be cases where a student is unable to submit a claim for extenuation within the time period (e.g. emergency in-patient hospital treatment occurring during the examination period). In these cases, submission of the claim should be made at the earliest opportunity. This must be accompanied by evidence as to why the claim is being submitted late.
- b) Where the claim is submitted late but before the assessment board, the Chair of the Extenuating Circumstances Board will decide whether to accept the late submission.
- c) Where the claim is submitted after the assessment board, the student can submit an appeal. Appeal will be via the stated academic appeal procedures detailed in the Programme Handbook.

6. Self-Certification

- 6.1. Self-certification is intended for use in relation to short-term issues which impact on a student's ability to take an assessment over a single period not exceeding five working days.
- 6.2. Examples of extenuating circumstances for which self-certification is intended include short-term illnesses for which the student is unable, or for which it is not appropriate, to obtain contemporaneous medical advice or evidence, such as:
 - Migraine
 - Norovirus
 - Gastroenteritis
 - Period pain
 - Flu
 - Food poisoning
 - Diarrhoea

This list is not exhaustive

- 6.3. Minor ailments, such as coughs and colds, are not regarded as sufficiently serious to significantly impair a student's ability to take an assessment, and thus do not meet the definition of extenuating circumstances.
- 6.4. Students choosing to self-certify are expected not to abuse this process, and to only self-certify where their circumstances are genuine and meet these requirements. Any student who is believed to be abusing the self-certification process in order to gain an unfair advantage may be referred for consideration in accordance with the Academic Integrity Regulations
- 6.5. Students may not use the self-certification process for extenuating circumstances which impact them for more than five working days. Nor may students use the self-certification process to request a deferral in a whole module. In such circumstances, appropriate evidence must be obtained and submitted in accordance with paragraphs 4.1 above.
- 6.6. As the circumstances to which the self-certification claim relates must impact the student for no more than five working days, and must, in accordance with paragraph

5.4 above, occur at the same time as the due date, or during the preparation period immediately prior to the due date, a self-certification claim may not be submitted more than 5 working days before the due date.

- 6.7. Students are permitted to submit a maximum of **one** self-certified extenuating circumstances claims each academic year. Where multiple assessments are impacted within the same five day period these can be claimed for in a single self certified extenuating circumstances claim and will be counted as one claim. Claims for assessments that do not fall within this five-day period will be rejected.
- 6.8. Self-certification may not be used to request a deferral in respect of a coursework assessment component. Self-certification may only be used in cases of short-term extenuating circumstances where the impact does not exceed five working days. It is therefore expected that students experiencing short-term extenuating circumstances will be able to submit coursework within the five additional days, and thus not require a deferral.
- 6.9. Self-certified extenuating circumstances claims must be submitted no later than five working days after the assessment due date. As there is no requirement to obtain and submit supporting evidence, and therefore no reason to delay submission of the claim, it is expected that students wishing to submit a self-certified claim can do so within this timeframe.

7. Procedure

- 7.1. All extenuating circumstances claims will be considered individually by appropriately trained members of ICMP staff acting under delegated authority of the Extenuating Circumstances Board
- 7.2. Self-certified claims will normally be considered by one member of staff. Claims submitted with accompanying evidence will normally be considered by at least two members of staff.
- 7.3. Extenuating Circumstances Boards will, at least twice in each academic year, audit a sample of extenuating circumstances claims and the decisions made, to ensure that claims are being considered consistently and appropriately.
- 7.4. All claims will be considered against the requirements of these regulations only
- 7.5. Where the student is known to a member of staff, other than in their professional capacity, that member of staff must declare an interest and may not participate in the consideration of that student's claim.
- 7.6. Extenuating circumstances claims will be rejected where they do not meet the requirements as specified in these regulations.
- 7.7. Where a claim is rejected, details of why a claim was unsuccessful will be made available to the student, normally via the student's ICMP email address.
- 7.8. A student will have one further, final opportunity to re-submit a claim in respect of an assessment task for which a claim has previously been rejected. This must be based on new or additional evidence, which must be submitted with the claim. The

submission of such a second claim must be made within 30 calendar days of notification of the outcome of the initial claim.

- 7.9. Where a student is dissatisfied with the outcome of an extenuating circumstances claim, they have a right to submit an academic appeal. The only ground upon which such an appeal can be made is that there has been a material irregularity in the conduct of the extenuating circumstances process (refer to the Academic Appeal Regulations for further information).

8. Outcomes

- 8.1. The outcome of a student's extenuating circumstances claim will be provided to them no later than 5 working days after the decision has been made.
- 8.2. Where the medical evidence provided, or the frequency of the claims raise concerns about the student's fitness to study, the Board can refer the case for consideration under the **Support to Study Policy**.
- 8.3. If the extenuating circumstances are so severe that the student is temporarily unable to continue to study, the student may be advised of the intermission procedures.
- 8.4. Possible outcomes of a claim for extenuating circumstances are:
- a) The claim be declined
 - b) The claim be deferred, pending a request for additional evidence/ information;
 - c) Extenuating Circumstances claim be accepted and the student be allowed to take the assessment/ examination at the next assessment period without penalty.
 - d) Self-Certified claim be accepted and the student granted a five working day extension