



EXTENUATING CIRCUMSTANCES POLICY/FORM

Date of Policy	November 2023
Approved by CSVPA Board	November 2023
Key Staff	Rector, Provost, Dean
Lead for Review	Provost

You should familiarise yourself with the entirety of the Extenuating Circumstances Policy, and we would particularly draw your attention to the following elements:

	Description
1	You can only use valid extenuating circumstances to gain further time for assessments and, if appropriate, the removal of a capped mark. They cannot be used to gain additional marks.
2	Extenuating circumstances are circumstances which: <ul style="list-style-type: none"> • are exceptional • are outside your control • should be corroborated by independent evidence (or self-certified for a short extension) • are likely to have a negative impact on your ability to undertake or complete assessments • are short term, lasting no more than 2 weeks
3	It is your responsibility to use this process where you believe you may have extenuating circumstances which have affected your ability to meet an assessment deadline.
4	You may make no more than two applications for short, self-certified extensions during an academic year.
5	Where a long extension has been granted you may not make a further claim based on the same circumstances. You may however make an additional claim based on different circumstances.
6	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.
7	If you choose to submit your assessment on time despite having made an approved 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.
8	If you have already submitted work for assessment, it is not normally permissible to make a subsequent claim for extenuating circumstances.
9	ONLY HE students are eligible to request (and self-certify) short 5-day extensions

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

1. You can only use valid extenuating circumstances to gain further time for assessments and, if appropriate, the removal of a capped mark. They cannot be used to gain additional marks.
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 assessments or examinations
3. Extenuating circumstances are circumstances which:
 - a) are exceptional
 - b) are outside your control
 - c) should be corroborated by independent evidence (or for HE programs, self-certified for a short extension)
 - 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
4. Examples include:
 - a) illness at the time of the date for the submission of work or the examination
 - b) bereavement
 - c) 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
 - d) severe mental or emotional stress at or immediately before the date for submission of work or the time of the examination.
5. 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) if you are a full-time student you may not normally make a claim for extenuating circumstances relating to pressure of work, since you have, by implication, made a commitment to make available the time necessary for study
 - d) 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)
 - e) a long-term health condition or disability for which reasonable adjustments have already been made
 - f) 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.

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

6. **It is your responsibility to use this process where you believe you may have extenuating circumstances which have affected 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.

Short Extensions

- a) 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.
- b) You may make no more than two applications for short, self-certified, extensions during an academic year.

Long Extensions

- a) 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 the University's Student Services regarding support provided.
- b) 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 two weeks 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.
- c) Where a long extension has been granted you may not make a further claim based on the same circumstances. You may however make an additional claim based on different circumstances.
- d) Your claim will be considered by an EC Panel; where an application is clearly supported with appropriate evidence a decision will then be made to uphold the application. You will be informed of the outcome via email to your CSVPA email address. Where an EC Panel is unable to decide whether a claim should be approved, it will be referred for consideration to a senior member of staff for a decision. The senior member of staff may defer a decision pending further investigation or the need for further supporting evidence.
- e) Where extenuating circumstances are deemed valid, a new assessment submission deadline will be set. This will be the standard institutional deadline. This will be 10 working days from the original published deadline.
- f) 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.
- g) 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.
- h) If you have already submitted work for assessment, it is not normally permissible to make

- a subsequent claim for extenuating circumstances.
- i) 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 (e.g. the Provost) 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.

Appeals

If you wish to appeal a decision made on the basis of this policy, you should follow the Appeals procedure.

If you did not submit a claim for extenuating circumstances under these regulations, you will not normally be able to use extenuating circumstances as the basis for a later appeal unless there is a valid reason why you could not tell us about your circumstances within the specified timeframe.

CSVPA

STRICTLY CONFIDENTIAL

EXTENUATING CIRCUMSTANCES FORM

& DOCUMENTARY EVIDENCE

Date Stamp Here

Please complete all sections of this form and attach a scan(s) of any documentary evidence.

This form must be **submitted by email** to abarnard@csvpa.com and cc to enantais@csvpa.com

Extenuating Circumstances are events that are beyond your control (e.g. serious illness, an accident or bereavement), where your academic attainment may be affected.

You can apply for an extension to the formative or summative submission deadline. If approved, the panel will confirm the number of days allowed by the extension. It is your responsibility to ensure your application is accompanied by independent corroborating evidence, for example, medical evidence dated within the extenuating circumstances timeframe or a statement from 'Welfare' or 'Student Services' regarding support provided.

Please refer to our [Extenuating Circumstances Policy](#) for more information. If you require clarification and/or further explanation is needed, please consult your Pathway Leader.

The information on this form is confidential- will be made available to the Assessment Panel only.

Student Name:

CEG Number:

Pathway Leader:

Programme:

Level:

Date:

DOCUMENTARY EVIDENCE ATTACHED/ENCLOSED: YES NO

List items included: (e.g medical certificate /death certificate)

FE: UNIT- This request is relevant to the following unit(s) within the UAL qualification structure

HE: MODULE – This request is relevant to the following module(s) in your Falmouth Uni award

Unit/ Module Number	Unit/ Module Title	Submission Date

IMPACT- Specify the nature of the effect on your ability to undertake academic work

COURSEWORK- This submission is relevant to the following assignments (include Period Covered)

Student Signature:

Date:

Accepted Declined Other

Signature of Chair of ECA:

Date: