

# Fit to Sit, Fit to Submit Policy and the Procedure for Extension or Deferral due to Exceptional Circumstances.

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## Fit to Sit, Fit to Submit Policy and the Procedure for Extension or Deferral due to Exceptional Circumstances.

### Fit to Sit, Fit to Submit Policy

1. All students have a responsibility to manage their learning during their registration at the University, and are required to complete and submit or sit for a wide range of assessments. These may take the form of written or oral examinations, coursework in the form of essays, reports or short projects, and more substantial pieces of work such as dissertations and research projects. This requires students to take responsibility for organising their academic work, their personal lives and participation in the university community.
2. The University operates a *Fit to Sit, Fit to Submit Policy* which means that if you undertake an assessment then you are declaring yourself well enough to do so. It is your responsibility as a student to ensure Registry is informed of any exceptional circumstances, such as illness or other valid circumstances outside a student's control, which might prevent you from undertaking an assessment or is impacting on your ability to prepare for the assessment.
3. Students are expected to balance their workloads and to use time management skills to ensure that assessments are submitted or examinations taken to stated deadlines. It is essential that students manage their workloads efficiently so as not to struggle to meet deadlines or miss them. Your timetable includes provision for private study and time for completing assessments. Difficulties and pressures are part of everyday life and it is expected students shall manage their academic life accordingly. Work which is submitted late, without an agreed extension will be penalised. The penalties are set out below in paragraph 10.
4. Sometimes things happen that can seriously impair your performance in an assessment or prevent you undertaking the assessment at the scheduled time. If these events are sudden, unforeseen, unavoidable, serious and temporary, they may affect your performance in assessment. The University has a procedure for managing how the impact of these exceptional circumstances can be taken into consideration. Students may apply for either an extension of **ten working days** or a **deferral** to the next assessment period.
5. If, during an invigilated examination, you notify an invigilator that you have become unwell and are unable to continue, then this will be recorded by the Invigilator who will notify Registry. Registry will then be in touch with you to discuss what happens next.
6. The purpose of this document is to outline the policy and procedures that students and staff should follow where because of exceptional circumstances, a student needs more time to complete an assessment or they need to defer an assessment to the next assessment period.
7. The policy is designed to do the following:
  - (a) Ensure students are appropriately supported when exceptional circumstances are brought to the University's attention

- (b) Ensure all students are treated fairly and equitably
- (c) Outline the responsibilities of students for informing the university of circumstances which are affecting their performance
- (d) Protect the academic integrity of programmes for all students

## Procedure for Extension or Deferral due to Exceptional Circumstances

### What is an application for an extension or deferral due to exceptional circumstances?

8. An application for an extension or deferral can be submitted when exceptional sudden, unforeseen, unavoidable, and temporary conditions or events significantly affect you're your ability to submit an assessment or sit for an exam. [The request form](#) is on Gateway and the RAU website, a copy is also attached as Annex A.
  - (a) The University will consider your application which may result in an extension of ten working days or you being granted a deferral to the next assessment period. This is intended to enable you to perform well in the affected assessment/s. Working days are Monday to Friday, excluding public holidays or the University Christmas closure period. A deferral is appropriate for examinations or where the circumstances are anticipated to last longer than ten working days after the assessment submission date.
9. You can make an evidenced application if exceptional sudden, unforeseen, unavoidable and temporary conditions or events have led to one of the following situations:
  - (a) **extension** - you are unable to meet the published submission date and request a ten day extension to give you sufficient time to complete the assessment
  - (b) **non-submission** - you will not be able to submit an assessment, and request a deferral
  - (c) **absence** - you are not able to attend an in-person assessment (examination or test), and request a deferral
  - (d) **forthcoming problem**- you anticipate being absent from a scheduled exam, or you exceptionally anticipate that you will be unable to submit an assessment, or will have to submit it late

If you have an approved extension, and your circumstances still prevent you from submitting an assessment, then you may request a deferral provided you submit a new request before your revised submission deadline.

### What happens if assessments are submitted late without prior approval?

10. Assessments submitted after the deadline but within five working days will only be able to be awarded pass mark, capped at 40%. Assessments submitted more than five working days late (normally one week), will be overdue and will not be awarded a mark and will be recorded as zero. Your module leader may, if circumstances allow, provide feedback on an overdue assessment.

### **Who should I speak to if I have concerns about my circumstances or want to know more about the extensions and deferrals due to exceptional circumstances process?**

11. If you are concerned about your academic progress it is important that you contact your Module leader or Personal Tutor without delay to discuss any additional support that may be available.
12. You may also contact the University's Disability Officer or the Student Support Services Team to discuss support that may be available to help you with your studies.
13. The Student Support Services Team have information about specialist services that may be able to help you with any difficulties you are experiencing. The Student Support Services Team offer general guidance on the applications process and may help you to understand any forms you need to complete and relevant University processes. However, the Student Support Services Team cannot fill out the application form for you or give you an indication of the possible outcome of any application you make.
14. You are encouraged to refer yourself to Student Support Services. These include the Counselling Service, who, for example, offer help with drug and alcohol-related issues. The Student Support Services Team can provide specialist advice if you have mental health issues. The Student Union can support you if you feel you need to make a complaint about the University; they are independent so all information will be held in confidence.

### **What are exceptional circumstances?**

15. It is difficult to lay down hard and fast rules about exceptional circumstances which may be deemed valid or not, but a list of examples of specific circumstances that may or may not be considered valid are given in Annex B; the table attached to the Guidance Leaflet.
16. The following are examples of an application which ***is likely to be accepted*** provided that the evidence is appropriate.
  - (a) Sudden and unforeseen physical or mental illness that hinders your academic performance in assessment
  - (b) Bereavement of a close family member (partner, parent, brother or sister or child) or significant other or fellow student
  - (c) Exacerbation of an ongoing registered medical condition
  - (d) Representing your country in competitive international events such as sports or cultural competitions
  - (e) Severe weather preventing your journey to the University
17. However, the following are examples of applications which ***are not accepted***.
  - (a) Technology failures, such as loss of computer files
  - (b) Jury service
  - (c) Failure of child care arrangements
  - (d) Holiday arrangements/wedding arrangements
  - (e) Minor illness/ailment
  - (f) Travel disruption

*See the below for more detail the sorts of applications that might be accepted, rejected or be considered to be inadmissible.*

18. The process for requesting an extension or deferral due to exceptional circumstances is not intended to be used for minor illnesses or upsets associated with daily life. It is your responsibility to maintain your health and well-being, which includes registering with a GP (on campus or with local GP practices) and/or gaining access to other appropriate services. The University offers support services for students who are struggling with their studies or with personal issues. Each student has a Personal Tutor who can be contacted for advice and support if you have personal or academic concerns. Please see the [Personal Tutor Support](#) Gateway pages for further information; these pages are found under the Student Support tab in Gateway.
19. If you have notified the University that you have a mental illness or chronic physical illness where the symptoms can vary in severity from time to time, the University will agree with you a Reasonable Adjustment Plan that has the flexibility your circumstances require. You need to do this with the University's Disability Officer or Student Support Services.
20. If you are suffering from long term issues, you should register with the University's Disability Officer or for mental health illness with Student Support Services, as they will be able to implement long term assistance to help you demonstrate your academic potential.
21. The University Disability Officer or Student Support Services will develop with you a Reasonable Adjustment Plan. This should state what happens if have a long term condition where you may experience the onset of acute symptoms. In such cases an extension or deferral may be appropriate. For more information on how the University Disability Officer can help you, please visit the [Dyslexia and Disability Support](#) pages on Gateway.
22. You are not required to submit an application to notify or explain absences from scheduled teaching. However, you should speak to your tutors about any absences from scheduled teaching so that you can keep up with your course. Absences of six days or more should be reported to your programme leader.

**Can a request for extension or deferral due to exceptional circumstances be submitted because the circumstances of someone close to me have impacted on my assessment?**

23. Yes, if the circumstances of someone close to you or someone dependent upon you meet the criteria of sudden, temporary and unforeseen and impact on your assessment. You will need to demonstrate how the person close to you has experienced sudden, temporary and unforeseen circumstances.

**How do I submit a request for any extension or deferral due to exceptional circumstances?**

24. You need to log in to your Gateway account and from the Student Support tab click on the One Stop Shop in the drop down menu. Underneath the Rules and Regulations on the right you will find [the Extension or Deferral due to Exceptional Circumstances form](#) , you will also guidance on the process offered in the Extension for Exceptional Circumstances: [Summary Guidance document](#).

25. You should read the Policy and download the form. Please complete the form and ensure you attached the evidence required, or for confidential matters attach a letter of support from Student Support Services, then submit the request to [extensions@rau.ac.uk](mailto:extensions@rau.ac.uk)
26. If you have trouble accessing the form you should contact your Personal Tutor or make an appointment with Registry for advice on the process, although members of staff cannot complete the application for you.
27. Your application should be submitted to the [extensions@rau.ac.uk](mailto:extensions@rau.ac.uk) as soon as possible once you are aware the incident affecting the assessment(s) in question. Where this is not possible, for example where a student is hospitalised or otherwise incapacitated, forms may be submitted on the student's behalf, for example by a relative, at the earliest opportunity.
28. Applications received more than one week after the submission deadline or exam date cannot be considered and the student will need to appeal any board decision in line with the published procedure for appeals against examination board decisions, as detailed within the Academic Regulations, available from the [RAU website](#), making clear the reason why an extension could not have been requested earlier.

**Is it possible to make an exceptional circumstances application offline?**

29. You must use the online process to make an application and submit the scanned evidence electronically.

**When do I need to submit my application for an extension or deferral for exceptional circumstances in order for it to be considered?**

30. Applications cannot be considered until the supporting evidence has been received. An application is on time when the application and evidence are submitted before the assessment deadline.
31. Evidence not available at the time of the application may be submitted later with an explanation for the lateness, for example a delay in obtaining a death certificate. Evidence that is submitted late should be sent via email to [extensions@rau.ac.uk](mailto:extensions@rau.ac.uk).
32. Your application should be submitted by the student to the Registry office using the [extensions@rau.ac.uk](mailto:extensions@rau.ac.uk) email address as soon as possible. Where this is not possible, for example where the student is hospitalised or otherwise incapacitated, forms may be submitted on the student's behalf, for example by a relative.
33. You should not wait until an assessment is due before making an application for a known absence, for example, if you have an operation scheduled, but you must ensure that the period of absence is covered by the evidence supplied. You can also make an application in advance for a non-submission or late submission in circumstances like this, but you would normally be expected to submit early unless the relevant teaching was scheduled close to the time of the event or operation.
34. No changes can be made to an application once it has been submitted and a decision made but additional evidence can be added before a decision is made or where an 'insufficient evidence' decision has been made.

35. An application can only be submitted for assessments scheduled during the current academic year.

**What should I say in the student statement to support an exceptional circumstances application?**

36. Your statement needs to focus on three things.
- (a) Firstly, how the circumstances are sudden, unforeseen, unavoidable and temporary.
  - (b) Secondly, you should focus on how the circumstances have significantly impacted on the assessments you are submitting the application for. It is important to write in a clear and concise way.
  - (c) You should request a particular outcome, either an extended deadline or a deferral. A deferral is appropriate for examinations or where the circumstances are anticipated to last longer than ten working days after the assessment submission date.

**What sort of evidence do I need to provide?**

37. Applications cannot be considered until the evidence has been provided. You will need to provide a medical certificate or other documentary evidence to support your application. These documents should be scanned and e-mailed with the application form. Any supporting letters must:
- (a) be on headed paper
  - (b) be signed and dated
  - (c) contain the full contact details of the person providing the supporting information

Examples of acceptable evidence include:

- i. Medical certificate from a GP surgery or hospital with dates of consultation and diagnosis. If a GP's note is provided as evidence, it must be obtained on or close to the day of the assessment deadline/examination, usually within 3 days if this is possible. It must be dated, and the dates of certificated illness must clearly relate to the deadline/timing of the assessment/s in question and not the date of a late submission. The dates are particularly important as exceptional circumstances are only on the ability to perform in specific module assessment/s and not about the severity of the impact of the circumstances on your general well-being.
- ii. Death certificate of a partner, parent, brother or sister or someone you are close to.
- iii. In the absence of a death certificate a letter from a relative or another person external to the University who is able to confirm your relationship to the deceased (the person must be a householder and provide contact details), or an order of service (where applicable) will be acceptable
- iv. Letter from a Counsellor (employed by the local NHS or registered professional) confirming a treatment programme is in place
- v. Hospital admissions report/appointment letter verifying the circumstances and timing



- vi. Letter from Student Support Services Team confirming a case of harassment or sexual violence or other similar circumstance where a letter from a GP or the police is not available. In addition, a letter from a parent or organisation such as Rape Crisis would be considered.
  - vii. A letter from the University's Disability Officer or Student Support and Welfare Team confirming that Reasonable Adjustments were not yet in place or were in need of revision due to acute flare up of a long term stable condition such as asthma. For the latter a GP certificate would constitute evidence if the condition was usually stable.
  - viii. A report from the Registry confirming the circumstances of an individual student during an invigilated examination, for example, illness
  - ix. Crime statement verifying the circumstances and timing
38. If evidence is not written in English, the student will be asked to provide a translation into English.
39. Examples of applications where an opportunity to submit additional evidence will normally be given:
- (a) Student indicates an acute medical condition but no medical evidence is submitted or medical certificate lacks detail to support application
  - (b) 'Retrospective' medical note - consultation dates do not confirm that a consultation took place at the time of the assessment and therefore do not support the application
  - (c) Long term events and conditions where Student Support Services Team or the University Disability Officer has offered to review and/or consider reasonable adjustments
  - (d) In cases of bereavement, there is a delay in obtaining evidence such as a death certificate

**What are the common reasons for rejection of a request for an extension or deferral?**

40. Common reasons for rejection of an application include:
- (a) No evidence provided with the application
  - (b) Dates on evidence do not correspond to assessment date in the application
  - (c) Ongoing condition (not an exacerbation) - therefore a Reasonable Adjustment Plan should be considered instead of an exceptional circumstances application
  - (d) No specified consultation date on medical evidence

Some applications are inadmissible. Examples of inadmissible cases and evidence where no further opportunity to submit evidence will be given:

- i. Minor illness or ailment (cold, minor allergy, headaches, hangovers, etc.)

- ii. Lack of access to University facilities as a result of an unpaid debt to the University or disciplinary penalties
- iii. Circumstances within your control (e.g. family wedding or holiday; paid employment; getting a cheaper flight; choosing to miss an assessment or coursework deadline for something you considered more important).
- iv. Long term illness or disability where special arrangements have already been made for your assessments (or where such arrangements could have been made if you had made the University aware of the problem at the proper time).
- v. Financial issues (including employment issues)
- vi. Visa related issues
- vii. Religious observance/competitive sporting event/work placement.  
*Please note that it is your responsibility to notify Registry of any such commitments, or anticipated commitments, at the beginning of the academic year. This will enable the University to endeavour to schedule examinations so that they do not clash with your commitment (where this has been approved). Where it is not possible to schedule the examination to avoid a clash, you will be given a deferral for an uncapped mark in the resit assessment period.*
- viii. Circumstances that you could have reasonably foreseen or prevented (such as intoxication or conviction for illegal activity)
- ix. Personal computer problem, theft/loss, data loss and/or printer problems (students should ensure that work is backed up separately).
- x. Jury service. Students can application exemption from Jury Service due to University commitments. If you do wish to undertake jury service you may need to temporarily withdraw from your course and will not be able to application for 'Exceptional Circumstances'.
- xi. University administrative error. In such a situation students should seek appropriate solution through Registry or to refer to the appeals process.

### **What is a temporary disability?**

41. A 'temporary disability' is a sudden illness or injury that may affect assessments for longer periods than would be appropriate to cover with an exceptional circumstances application. An example of temporary disability would be immobility or inability to perform a required assessment such a student breaking their arm at the beginning of, or close to, an assessment/ or an assessment period.

### **Is an exceptional circumstances application confidential?**

42. Your application will be considered by a designated member of staff within Registry. If you are granted an extension or deferral then your module leader will need to know this to ensure you are not penalised for a late submission or non-attendance at an exam. They will not normally be advised of the details of your exceptional circumstances.

The University's Disability Officer may be notified of your application if it is considered appropriate, as Reasonable Adjustments to support you in your learning and assessment may also be appropriate. The University's Disability Officer provide a confidential, professional service. If your application raises issues that the University considers to give 'cause for concern', then you will be encouraged to contact Student

Support Services.

### **Possible outcomes to your application for an extension or deferral**

43. Three outcomes are possible when you submit an application for an extension or deferral.

- (a) Your application is accepted for submission by the new deadline, or for a deferral to the next assessment period
- (b) 'rejected as inadmissible' , not accepted as valid, such as loss of computer files
- (c) or 'rejected due to insufficient evidence'.

If your evidence is rejected because it is considered to have insufficient evidence, you can submit additional evidence within a further five working days (provided that there is sufficient time for it to be considered before an assessment board meets).

Applications that are 'inadmissible' cannot be challenged.

44. A student who considers that any rejection of an application for an extension or deferral is unfair may submit an appeal. Such an appeal must be received **within five working days** of notification of the outcome of the original decision by Registry.

### **What will happen if I fail to submit my assessment after the agreed extension deadline?**

- 45. If you fail to submit your assessment by the deadline of the agreed extension then this will be treated as a non-submission and the penalties in Paragraph 10 will apply.
- 46. If your problems are continuing, you need to submit a new form. Depending on your circumstances your application may now be accepted for a deferral and the regulations for a deferral will now apply instead.

### **Who will decide the outcome of my application for an extension or deferral?**

47. All applications are considered by a designated member of Registry staff. If the application is complex and they are unable to reach a decision, the application will be referred to the Extensions and Deferrals panel. The panel will decide whether or not to accept the evidence and to grant the extension or deferral.

### **Can I challenge the decision not to offer an extension or deferral?**

48. If you consider the decision is unfair you may submit an appeal against the decision by writing officially to the Academic Registrar. This may result in a deferral being granted. Guidance on making an appeal clarifies that there can be no appeal against an academic decision, and sets out the criteria under which you may make an appeal. Such an appeal must be received **within five working days** of notification of the outcome of the original decision by Registry.

49. On receipt of the appeal, the Academic Registrar shall consult with the Chair of the Academic Quality and Standards Committee, and, if the appeal is deemed valid, shall convene an appeals panel in line with the procedures for appeals against

examination board decisions, as detailed in the Academic Regulations, available from the [RAU website](#).

### **How will I be notified of the outcome of my application for an extension or deferral for exceptional circumstances?**

50. You will be sent an email once a decision has been made about your application. If your request for an extension has been granted, this will advise you of your new assessment date. Your module leader will be advised of any new assessment deadline or deferral.
51. In most cases, if the evidence has been accepted the outcome of a application will also be shown on your student record.
52. In certain cases, you may receive an email asking you to submit additional evidence, which must be supplied within 10 working days of the date of the email. In some circumstances, the University Disability Officer or the Student Support Services Team will be informed so that any future support can be considered.
53. If you are offered a deferral, this will be recorded on your assessment profile when results are published.

### **Can I make repeated applications for an extension or deferral for the same circumstances if they are ongoing?**

54. Repeated applications for the same circumstances are not usually allowed if the period between the first application and any subsequent application is longer than three weeks, see below for information on using exceptional circumstances applications in circumstances that are on-going.
55. For unresolved, long term health and well-being issues, you are expected to access support, including professional medical help. If your application indicates circumstances which may be ongoing, you will be encouraged to contact the Student Support Services Team who can advise you on available sources of support.
56. Students who submit an application for an extension for circumstances which span more than one semester; or which relate to a recurrent illness or treatment, the recovery time for which cannot yet be specified; may be required to suspend their studies under the [University's Fitness to Study Policy and Procedure](#).
57. A student who wishes to return to study following a long-term absence will need to provide documentary evidence that their condition has improved/stabilised and that they are now fit to resume studies. Future applications for an extension for the same condition may not be accepted unless it relates to a short and unexpected worsening of the original condition

### **What should I do if I made an application in advance that I no longer want to be considered?**

58. If you have made an application in advance of an assessment and you no longer want the application to be considered, please contact Registry immediately at

[extensions@rau.ac.uk](mailto:extensions@rau.ac.uk) . An application can be deleted provided a decision has not been made.

### **Will I receive confirmation that my application has been submitted?**

59. You will receive a confirmation email when your application is submitted. If you have not received this confirmation email then [extensions@rau.ac.uk](mailto:extensions@rau.ac.uk) .

### **When will a review meeting be triggered?**

60. Registry will invite you to a review meeting with your Personal Tutor if you submit an exceptional circumstances application for more than three assessments in any academic year. The meeting will focus on attendance and engagement with assessment and is intended to support you to continue with your studies and encourage you to engage with the support services available at the University. In cases where an application for an extension for more than three assessments has been made, no decision will be made beyond the third assessment until a review meeting has been held. Following the meeting, a recommendation regarding the application will be forwarded to the Registry so that a decision can be made. The Registry will report to the Progress Board on the outcome of the review meetings held.

### **How do I make an application for an extension or deferral if I am a student visiting RAU from another university/institution?**

61. Some students at RAU are visiting from another institution and not registered for an award at the University. For instance, you may be a student studying with us on a year/term abroad, or a student taking some stand-alone modules here.
62. If you are visiting the University and not registered for an award, you can submit an application for extension or deferral for any modules that you are taking via email to [extensions@rau.ac.uk](mailto:extensions@rau.ac.uk) .
63. You should summarise the circumstances affecting your ability to complete the assessment, specify which assessment/s are affected, provide relevant evidence and request a particular outcome, either an extension or a deferral.

### **Can I submit an application for an extension or deferral if I am registered with the University's Disability Officer?**

64. If you are registered with University's Disability Officer and have a reasonable adjustment plan that covers meeting any needs you have for assessments and examinations to support an existing condition, you can submit an application for an extension or deferral in exceptional circumstances should you experience sudden events/illness that unexpectedly and temporarily impact on your assessments.
65. You can submit an application which is either related to your known condition, or one which is unrelated, provided it is evidenced and could not have been discussed with the University's Disability Officer before the assessment deadline/examination date had passed. The application will be considered in the usual manner, but will also be forwarded to the University's Disability Officer as a sudden event/illness may require a review of reasonable adjustments that are already in place.

66. You will be invited to a review meeting with the University's Disability Officer, if it appears that the Extension or Deferral due to Exceptional Circumstances process is being used in a situation where a reasonable adjustments to assessment would be more appropriate, or where a revision of the agreed reasonable adjustments to assessment may be more appropriate.

**What if I have a recently diagnosed long-term condition?**

67. If you receive a diagnosis of a long term condition after your arrival at University, you can submit an application if the diagnosis confirms that symptoms associated with the condition have suddenly and unexpectedly affected your assessments. If the application is accepted, it will be forwarded to University's Disability Officer or in the case of mental health conditions to Student Support Services and you should discuss any future support you require with the University's Disability Officer rather than make repeated exceptional circumstances applications.

## Application Form



## Request for an Extension or Deferral due to Exceptional Circumstances\*\*

You must complete all fields marked with \*.

\*\* previously known as mitigating circumstances

Maintained by: Registry; last updated: September 2018

**GUIDANCE NOTES** It is your responsibility to fully and correctly complete the Extension or Deferral due to Exceptional Circumstances application form, and submit this with satisfactory evidence, as set out in the Procedure for Extension or Deferral due to Exceptional Circumstances. The form must be completed by you, and can only be completed by someone on your behalf if you have a serious illness or injury that prevents you from completing the form. **You must submit your request before your assessment deadline.** Applications without satisfactory evidence, or that are submitted after the deadline for claiming, will be declined.

## Your details

Your Name*		Student ID*	
School*		Programme of Study*	
Year of Programme*		Semester *	
RAU email*		Do you have, or have you requested, a Reasonable Adjustment Plan	

**Assessment(s) affected\*** If you need more space please insert additional rows.

You are advised to continue to work on the assessment(s) you are claiming for. Please note if your request is subsequently turned down, it is important to be aware that the standard late submission regulations will be applied. For repeat claims or for ongoing circumstances your claim may be referred to the 'Extensions panel' to ensure the most appropriate support is provided.

Module Code*	Module Title*	Assessment type* <i>Coursework 1</i> <i>Coursework 2</i> <i>Exam</i>	Module Leader*	Your Current Assessment Date*	Have you previously requested an extension for this assessment?*	Preferred outcome*	
						10 day extension	Deferral to next assessment period

## Your circumstances\*

Reason for application for extension (indicate 'X' as appropriate)	Examples of documentary evidence to submit with this form
<b>Unforeseen medical circumstances</b> – significant acute illness, accident or injury – sudden and severe in nature	<input type="checkbox"/> <i>Medical certificate or GP letter covering the affected period and the duration of extension requested</i>
<b>Unforeseen illness of dependents or immediate family</b>	<input type="checkbox"/> <i>Medical certificate or GP letter relating to dependent/family member, GP or other independent professional third party evidence confirming how these circumstances are impacting upon you</i>
<b>Immediate family bereavement (e.g. your partner, or parent, brother, sister or your child or equivalent), or fellow student</b>	<input type="checkbox"/> <i>Obituary, and/or order of service; or death certificate</i>
<b>Disability</b> – only applicable where there has been a delay in arranging a reasonable adjustment and/or support	<input type="checkbox"/> <i>Letter/email from the University Disability Officer confirming the delay in support is beyond your control</i>
<b>Deterioration/change in disability or long-term condition</b> – unforeseen deterioration/change in the condition during the assessment period	<input type="checkbox"/> <i>Recent evidence describing the specific deterioration/ change and the period it applies to e.g. medical certificate or GP letter</i>
<b>Victim of serious crime</b>	<input type="checkbox"/> <i>A police crime number, insurance claim documents, court notification, GP letter; the evidence should demonstrate the impact upon you</i>
<b>Unforeseen acute personal circumstances</b>	<input type="checkbox"/> <i>Independent professional third party evidence demonstrating the impact upon you, or letter from RAU Student Support Services</i>
<b>Participation in exceptional and significant events</b> such as international artistic, cultural or sporting events	<input type="checkbox"/> <i>Independent professional third party evidence demonstrating the impact upon you; notification from official body of involvement.</i>

**Student Statement (the impact of your circumstances)\***

Please provide a brief description of how you believe these circumstances have affected your ability to complete your assessment(s)		
Specific dates affected*	From:	To:

**Evidence submitted\***

List the documentary evidence you have supplied - evidence should demonstrate impact upon the <u>assessment period claimed for and cover the extension duration requested</u>

**Student Declaration\***

Indicate 'X' to confirm	
<p><b>Student declaration:</b></p> <p><input type="checkbox"/> I declare that the information that I give on this form and include in attachments is true and all the evidence submitted is genuine.</p> <p><input type="checkbox"/> I understand that providing false information is considered a disciplinary offence by the University. I have read Fit to Sit, Fit to Submit Policy.</p> <p><input type="checkbox"/> I am aware that in order to consider and administer/process my case the information which I have provided will be made available to the appropriate administrative and academic staff. I understand that my module leaders will be informed of the outcome of this application. I accept that my claim, whilst confidential, cannot be anonymous.</p>	
<b>Signed*</b>	<b>Date*</b>

If you are experiencing difficulties please be reminded that you may be able to access support from Student Support Services. They are able to offer support to students for many of the issues which contribute to exceptional circumstances. Please contact them by emailing: [Studentsupportservices@rau.ac.uk](mailto:Studentsupportservices@rau.ac.uk)

**You should now email this form to Registry at [extensions@rau.ac.uk](mailto:extensions@rau.ac.uk) attaching evidence as appropriate**

**For Registry use only:**

<b>DECISION</b>	<b>APPROVED</b> <input type="checkbox"/>	<b>NOT APPROVED</b> <input type="checkbox"/>	<b>REFER TO PANEL</b> <input type="checkbox"/>	<b>DATE</b>
	<i>Date</i>	<i>Initials</i>		<i>Date</i>
<i>Acknowledged</i>			<i>Outcome emailed to student</i>	
<i>Quercus updated</i>			<i>Outcome emailed to module leader</i>	
<i>Logged</i>			<i>Completed</i>	
<i>Evidence received</i>			<i>Number of previous extensions</i>	
<i>Referred to panel</i>				
<b>NOTES</b>				



## **Guidance Leaflet for applying for an Extension or Deferral due to Exceptional Circumstances**

### **Are you experiencing difficulties meeting your attendance and assessment commitments?**

- Let the University know about any exceptional circumstances that may prevent from completing an assessment or taking an exam
- Request an extension for coursework
- Request a deferral for an exam, practical assessment or viva
- Consult the Fit to Sit, Fit to Submit Policy and Procedure for Extension or Deferral due to Exceptional Circumstances guidance on the website

### **If you want an extension for coursework**

- Submit a Request for an Extension or Deferral due to Exceptional Circumstances with valid evidence or with support from Students Support Team Services for confidential issues or where evidence is unobtainable
- As early as possible and normally no later than 5 working days before your deadline

### **If you want to defer an exam / practical assessment/ viva**

- Submit a Request for an Extension or Deferral due to Exceptional Circumstances with valid evidence or with letter of support from Students Support Services for confidential issues or where evidence is unobtainable
- Submit the form as early as possible and before your deadline or examination
- If less than five days before your deadline or examination, there may not be enough time to assess your situation. In such cases we let you know as soon possible, but you should continue to work on coursework and prepare for your examination as best you are able.

### **If you are a Tier 4 student and require leave of absence**

- Complete the Authorised Absence Form (available from Registry)

## **For examples of Exceptional circumstances and the evidence required see below/ turn over**

## Summary of valid exceptional circumstances and evidence required

These are examples of exceptional circumstances that may seriously affect performance and/or attendance and cannot be remedied in the time available.

Even if your problem or the evidence type is not listed, you should still seek advice and help as we may deem it falls within the definition of exceptional circumstances and valid evidence.

Sensitive issues that you do not wish to share with academic staff can be discussed confidentially with suitably qualified staff in Student Support Services.

Remember if you don't tell the University that you are having problems, we won't be able help you!

Examples of exceptional circumstances where an extension or deferral is normally <b>AGREED</b>	Examples of exceptional circumstances where an extension or deferral is normally <b>NOT AGREED</b>
<ul style="list-style-type: none"> <li>• Serious short-term illness/accident</li> <li>• Worsening of a long-term physical or mental health condition/disability</li> <li>• Significant adverse personal/family/work circumstances (incl caring)</li> <li>• Death of a close relative or housemate</li> <li>• Victim of crime</li> <li>• Severe travel disruption</li> <li>• Participation in national/international sporting or cultural event</li> </ul>	<ul style="list-style-type: none"> <li>• Minor illnesses: e.g. colds, headaches, hangover</li> <li>• Unawareness of dates, times or locations of submission dates, practical assessments or exams</li> <li>• Technical difficulties e.g. WiFi signal loss, personal computer/printer failure</li> <li>• Transport difficulties: e.g. missed bus or delayed flight</li> <li>• Holidays</li> <li>• Religious observances</li> </ul>

- Doctor's note
- Hospital admission/A&E record
- Letter from Student Services
- Death Certificate/Order of service
- Crime reference report
- Traffic report (website/newspaper)
- Letter from faith leader
- Letter from national/international sporting or cultural body

Examples of valid supporting evidence



- Letters from relatives or friends
- Letters from other students

Examples of invalid supporting evidence

