

Extenuating Circumstances Policy (PEQF)

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Purpose:	The Collaborations agreed joint policy for managing Extenuating Circumstances submitted in the PEQF programme			
Audience:	All Student Police Officers, Babcock employees; partner providers; MPS, agency workers and associates (PEQF)			
Scope:	All Student Police Officers, Babcock employees; partner providers; MPS, agency workers and associates (PEQF) who may need to provide information or decisions on Extenuating Circumstance requests in the PEQF programme(s)			
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What are Extenuating Circumstances?

The Collaboration Partners recognise that there are times when students will encounter difficulties during their course of study.

Extenuating Circumstances are circumstances which:

- Impair the performance of a student in assessment
- Prevent a student from attending for assessment
- Prevent a student from submitting assessed work by the scheduled date

Such circumstances would normally be:

- Unforeseeable
- Unpreventable
- Expected to have serious impact

What academic assessments are Extenuating Circumstances for?

Extenuating Circumstances may be submitted for all forms of summative assessment, including:

- Examinations
- Coursework, including in-class tests, performance and presentations

Examinations and other 'live' assessments

If you experience an extenuating circumstance which prevents you being able to attend an examination or other 'live' assessment, you must inform your department as soon as possible. This could be your HEI Sergeant/Line Manager, Progression & Development Coach or Lecturer.

You should submit a claim for Extenuating Circumstances as soon as possible, preferably on or before the attendance date of the assessment and no later than 5 working days after the date of the assessment.

- a) If the student does not attend the assessment or fails they will be allowed to go to resit and any mark achieved for the relevant extenuated component(s) at resit; will be awarded
- b) If the student has passed the assessment and submitted extenuation the passed component mark will stand and the extenuation outcome will be disregarded.

Please see appendix 1

Coursework

Students who experience a major circumstance that has the potential to affect their ability to submit a piece of coursework on time should apply for a maximum five working day extension up to 48 hours before the submission deadline. An extension of 14 original calendar days may be requested for major projects, for example the Final Year Project. If you need an extension of up to 5 working days for your coursework, this should be made in advance and in accordance with the Extensions for Submission of Coursework Policy.

If you need an extension of longer than 5 working days for your coursework, or do not meet the submission deadline due to an Extenuating Circumstance, you should not carry on with the work, but submit a claim for Extenuating Circumstances as soon as possible, and no later than 5 working days after the date of the deadline/revised deadline. You must discuss the situation with either your HEI Sergeant/Line Manager, Progression & Development Coach or Lecturer. 'Procedures'.

How to submit an Extenuation Claim

For an Extenuation claim to be considered, it is the students' responsibility to inform us within 5 working days after the deadline date if any difficulties they have encountered affected their ability to submit coursework or attend exams and ensure that for each component affected:

- Submit details of the circumstances via an Extenuation/Mitigation form through the relevant student system
- Details should be submitted as soon as possible but, in any event, within 5 working days
- Please submit relevant documents and evidence (as per the guidance set out in each HEI)
- All relevant sections of the form are completed

Procedures for Consideration of Extenuating Circumstances

Claims for consideration will be reviewed by a Student Review Panel consisting of Collaboration partners Babcock, HEI & MET. The Panel will normally meet monthly but can convene more frequently as necessary to deal with the volume of claims in a timely manner.

If a claim is approved it will be referred to the Assessment Board for a decision regarding the action/allowance to be given or taken. Students will be informed of the overall outcome via their Progression & Development Coaches.

Appeals against decisions of the Student Review Panel

If you wish to appeal the decision of the Student Review Panel, you will need to use the normal academic appeals procedure, once the Assessment Board has reviewed your profile. The decision of the Student Review Panel is one of academic judgement. This means that you cannot appeal because you do not agree with the decision. You can appeal on other grounds available, for example that there has been a procedural irregularity.

Appendix A

Summary of Outcomes related to Timeliness of Submission for all assessments with and without accepted Extenuating Circumstances Submission	Extenuating Circumstances (ECs)	Outcome (Note that submissions should always be marked using the full grading scale so that appropriate feedback can be given to the student)
Deadline met (including approved extension)	None	Full grading scale used
	Accepted	Full grading scale used; ECs noted by EC Panel and reported to Board of Examiners
Up to 48 hrs after deadline	None / Not accepted	Grade capped at pass To support the students' academic development, they will always receive the uncapped grade and feedback alongside the capped grade.
	Accepted	Full grading scale used; ECs noted by EC Panel and reported to Board of Examiners
Between 48 hrs and 5 working days after deadline	None / Not accepted	Graded as non-submission (NS); Student Review Panel will determine action to be taken To support the students' academic development, they will always receive the uncapped grade and feedback alongside the NS grade.
	Accepted	Full grading scale used; ECs noted by EC Panel and reported to Board of Examiners