

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"> <li>• are exceptional</li> <li>• are outside your control</li> <li>• should be corroborated by independent evidence (or self-certified for a short extension)</li> <li>• are likely to have a negative impact on your ability to undertake or complete assessments</li> <li>• are short term, lasting no more than 2 weeks</li> </ul>
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.

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



- 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.



