

EXTENSIONS, DEFERRALS AND MITIGATING CIRCUMSTANCES POLICY (LLB STUDENTS ONLY)

This Policy only applies to LLB students.

- 1 Extensions, Deferrals And Mitigating Circumstances Policy has been informed by the Office for Students Sector-Recognized Standards and the General Ongoing Conditions of Registration and has regard to the UK Quality Code for Higher Education. These definitive reference points for all English higher education institutions set out how academic standards are established and maintained and how excellence in the quality of learning opportunities is assured.

which provides a suite of policies designed to safeguard the academic standards of The University of Law and to assure the quality of learning opportunities offered; this policy should therefore be read in conjunction with other relevant policies within the code.

Introduction

- 2 The University recognises that sometimes students face difficulties meeting their assessment deadlines due medical or personal issues or other unforeseen circumstances. The University offers the following options for students in such situations:
 - 2.1 An **Extension** is where a student is permitted to submit a piece of coursework (or other submitted assessment) after the hand-in deadline without incurring a penalty.
 - 2.2 A **Deferral** is where a student is permitted to postpone an attempt at an assessment until the next scheduled assessment point.
 - 2.3 **Mitigating Circumstances** are where the University acknowledges that there have been significant and unforeseen circumstances which caused a student to be absent from an assessment or for their performance to be impaired. In such cases, the University may offer a student **one** of an additional attempt at the same assessment stage.

Section A: Extensions

3. Where a student feels that they need more time to complete their coursework due to illness or other unforeseen circumstances, the student may apply for an extension to the assessment deadline by submitting an **Application for Extensions, Deferrals and Mitigating Circumstances** along with supporting evidence, as required.
 - 3.1 The Programme & Student Lead, or nominee (e.g., an Assessments Officer), has discretion to grant an extension of up to **seven calendar days** to the assessment deadline. Note that this includes weekends and Bank Holidays. Extensions of longer than seven days are not permitted. Students who feel they

require a longer extension should apply for a deferral instead

- 3.2 For the avoidance of doubt, extensions may only be requested for coursework or other submitted assessments. Extensions cannot be granted for examinations (written or oral assessments sat under timed conditions) or presentations
- 3.3 Extensions for courseworks which form part of a multi-part assessment alongside an oral examination (e.g., a viva) will not normally be granted.
- 3.4 Applications for extensions **must be received in advance of the assessment deadline**. Students who submit their applications at least **three working days** prior to the deadline will receive a decision by the deadline date. Applications submitted later than three working days will be considered as soon as possible, however the decision may not be always be communicated to the student by

accepted and the student will be deemed absent from the assessment and will receive a mark of zero.

* Includes weekends and Bank Holidays

- 3.9 Late submission of resit assessments where the resit mark is capped, or where an assessment is graded as Pass/Fail, will be treated as a non-submission and given a mark of zero.

Section B: Deferrals

4. Where a student feels that their ability to either attend or to perform in an assessment is likely to be seriously and adversely affected by illness or other valid cause, the student may apply for a deferral to sit an assessment at the next scheduled assessment point by submitting an Mitigating Circumstances application form along with supporting evidence, as required.

- 4.1 The Mitigating Circumstances Panel has discretion to grant a deferral to the next scheduled assessment point only. Extending a deferral is only possible through submission of a further application. Students who wish to defer their assessment beyond the next scheduled assessment sitting should consider an intermission from study.
website (<https://www.law.ac.uk/policies/>).

- 4.2 Applications for deferrals **must be received in advance of the assessment deadline**. If a student has not applied for a deferral in advance and subsequently misses an assessment, they should submit an application for Mitigating Circumstances if they want to have their absence excused. (ma).0000088

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- 5 Where a student is unable to attend an assessment due to illness or other valid

- a) a recent bereavement of a close family member or friend;
- b) difficulties relating to care responsibilities which could not be mitigated;
- c) being the victim of, or witness to, a crime;
- d) legal proceedings which cannot be deferred such as jury service or court proceedings, and
- e) major travel disruption (e.g., rail strikes resulting in cancellation of services).

5.8 The following scenarios would not usually be recognised as a mitigating circumstance:

- < minor ailments including: coughs, colds, mild headaches;
- < alleged medical conditions without appropriate evidence or detailed recent bereavement

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inability to make a rational decision due to mitigating circumstances. In this situation, students are required to explain in their concession application why the mitigating circumstances meant that they were unable to recognise or determine their own ill health at the time of the assessment

- 5.14 Students may be granted a pre-approved concession as part of the Support Agreement Process, managed by the Disability Support and Inclusion Service.
- 5.15 Where a student has a Disability Support Agreement that includes a pre-approved concession, when completing a concession form in relation to the circumstances to which the pre-approved concession was agreed, they are not required to provide evidence, as this has already been accepted as part of their support agreement.
- 5.16 A pre-approved concession only relates to the circumstances identified within the Disability Support Agreement and cannot be applied to unrelated circumstances. In cases where an application is made due to circumstances -approved concession, the student will be required to follow the concessions policy in full.
- 5.17 An Examination Board will automatically accept a pre-approved concession and outcomes are detailed in the table presented under paragraph 5.4.

Evidence Requirements for Concession Applications

- 5.18 Evidence submitted in support of a concession application must clearly and directly relate to the grounds on which the student is claiming. Additionally, evidence supplied must confirm that the issue that impacted on the student occurred sufficiently close to the assessment (proximity). Any evidence must be from an authoritative and external source.
- 5.19 Evidence which is not in English must be translated and notarised prior to submission. The Board may reject evidence which cannot be confirmed as related to the corresponding concessions application.
- 5.20 The Board is under no obligation to contact students for

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which has an impact and has not already been mitigated by any reasonable adjustments (such as adjusted deadlines).	<p>1. Completed medical form attached to the concession application form, either stamped or confirmed via a signature by the medical practice or practitioner from whom the student received treatment. The University may also source records of the invigilators report, if relevant.</p> <p>2. If You have a pre-approved concession as part of your University of Law Inclusion Plan (ULIP) please submit your ULIP.</p>
A recent bereavement of someone close.	Death certificate, or confirmation of treatment from bereavement counselling services, or other external agencies where relevant.
Difficulties relating to care responsibilities which could not be mitigated.	Evidence which clearly explains the circumstances and how these affected you, this may be medical evidence, or a letter from an authoritative source, such as childcare or school settings, or other relevant external agency.
Being the victim of, or witness to, a crime.	Police report, crime reference number, victim support documents or court summons.
Legal proceedings which cannot be deferred such as jury service or court proceedings.	A letter from the court or a court summons, or a solicitor, or other external agencies where relevant, or a copy of your jury summons form.
Major travel disruption.	Evidence from the travel operating company which details the date, time and details of the disruption, or news item where relevant.
Procedural defect	Evidence relating to the issue, supporting statements, and (which the University will source, if available).

- 5.21 When obtaining supporting evidence from a medical professional, students are advised to use the medical form attached to their concession application form. This will help ensure that all necessary information is supplied.
- 5.22 Where a student is submitting a concession application on the grounds that they had an inability to make a rational decision, they must obtain evidence that explicitly states that they were not capable of making a rational decision at the time of the assessment, or something similar. It is not enough, for example, to simply provide evidence of ill health.

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	concession application and independent from the University.
Mitigating Circumstance	A mitigating circumstance is a significant and unforeseen event or situation, which is beyond a control and has an impact on their ability to attempt or complete an assessment.
Pre-approved Concession	A part of a Disability Support Agreement which Concession Policy but without the requirement to submit further supporting evidence for each concession application.

Version history:

Version	Amended by	Revision summary	Date
V0.1	Head of Awards Integrity & Standards Assurance	Initial drafting	07/09/22
V0.2			