



ICHAS

Section 7– Policies and Procedures on Teaching, Learning & Assessment

Subject: Procedures associated with Personal Extenuating and/or Mitigating Circumstances

Date Approved by Board of Directors: **July 2022**

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| Policy Version | 1/2022 | Date due for Revision | February 2024 |
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| Parent Policy | Policy on Personal Extenuating and/or Mitigating Circumstances |
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INTRODUCTION

It is the learner's responsibility to ensure the College is notified of any circumstances that may impact their attendance or participation in programme activities and/or assessment tasks. Failure to do so may impact on the enrolment status of the learner. Where circumstances are impacting on attendance or participation, learners are encouraged to discuss the circumstances with the Programme Director or Registrar.

For coursework and assessment, the two most common options are extension and deferral. The first option involves a request for a specified extension to the submission deadline. The student needs to be clear that they will be able to submit the work within the extension timescale. If the student does not think this is possible, they should apply to defer the assessment on the basis of personal extenuating and/or mitigating circumstances as outlined and defined in the accompanying policy.

RESPONSIBILITIES

| ROLE/ PERSON | RESPONSIBILITY |
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| Learner | To inform College of any extenuating and/or mitigating circumstances |
| Programme Director or Director Of Studies | To consider PEMC applications |
| Programme Co-ordinator | To process any submissions of PEMC Informing the Programme Director of the Student's Submission Informing the student of PEMC outcome |
| Registrar | Oversee the processing and delivery of the PEMC procedure and to consult with the programme Director |
| Examinations Board | Deliberate on retrospective applications for PEMC relating to Assessment Tasks |

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| | Review of evidential basis for all application of PEMC's in relation to Assessment Tasks. |
| Appeals Committee | Will hear appeals relating to PEMC's |

PROCEDURES

Absence

- All learners will receive adequate notice of Assessment submission dates early in each Semester, normally in the first week of the teaching of a Module.
- Learners are advised that unscheduled break from studies or assessment are not permitted except in circumstances outlined in the Personal Extenuating and/or Mitigating Circumstances
- Where unscheduled breaks from study or assessment are likely to occur, learners must communicate in advance with the relevant Programme Director and Programme Coordinator to advise of the unforeseen circumstances and seek permission to be absent. Procedures for Retrospective applications for PEMC are outlined below.
- For any period of absence, learners must report by email or text to the Programme Co-ordinator on the first day of absence advising of the expected duration of absence and the reasons for such absence.
- The Programme coordinator will advise the Programme Director and Lecturers concerned of the absence
- Any long-term absence must be certified – in the case of illness the learner must report on the first day of absence which is normally certified by a doctor or hospital
- Within 2 working days of the medical certificate expiring they must contact the Programme Coordinator to confirm their intention to return or seek a further period of absence.
- It should be noted that supplying a medical certificate in and of itself does not automatically entitle a learner to be taking authorised absence.

Assessment tasks and Submission Dates

- In relation to assessment tasks and submission dates, learners are required to bring such circumstances to the attention of the College Application for consideration of Extenuating and/or Mitigating Circumstances will only relate to unexpected factors or emergencies that are likely to impede preparation for, participation or performance in an assessment task and which arises close to a summative assessment event (normally up to three days in advance), where the student can support their claim based on evidence relating to the circumstances.

- If a decision is made that a student's performance may have been adversely affected by such unforeseen circumstances, the Director of Studies or the Programme Director, in consultation with the Registrar will agree an appropriate mechanism to assess the student in an equivalent manner to their peers that is fair and reasonable.
- Examples of such approaches may include offering a student a deferral or an extension of a deadline (outlined below) or facilitating a repeat attempt, without any penalty, i.e. for grading purposes treating the repeat attempt as if it were the original attempt.
- Granting of a decision to apply such considerations is contingent on the learner providing original and verifiable evidence of the circumstances presented. Any decision in this respect will therefore be limited to establishing whether or not PEMC are present and whether they affected the student's performance
- PEMC will not result in exemption.

Extensions

This applies to coursework and dissertations/projects only. Students who experience PEMC before an assessment deadline may apply for an extension.

- Students wishing to apply for assignment submission extensions will be required to contact their Module Lecturer in the first instance to discuss the reasons for seeking such an extension.
- Students are requested to complete the Assignment Extension Request form and process it through the relevant Programme Co-ordinator. This must be supported by documentary evidence.
- All requests are reviewed and decided upon by the Director of Studies or the Programme Director in consultation with the Registrar.
- Requests must be made at least **5 days** before the submission date.
- The duration or length of the assignment extension will normally not exceed **7 days**.

Deferrals

This applies when a student is unable to sit an examination submit an assessment by the published deadline and wishes to postpone the assessment to the next available opportunity (normally due prior to the next examination board sitting). The student may request a deferral before or on the day of an assessment, but not after the assessment completion deadline.

- Students seeking Deferral are required to establish PEMC
- Students seeking Deferral must complete a Deferral Form which should be submitted at least **5 days** to the relevant Programme Co-ordinator. This must be supported by documentary evidence.
- All requests are reviewed and decided upon by the Director of Studies or the Programme Director in consultation with the Registrar.
- A deferral is granted until the subsequent sitting of examinations board (i.e. Spring to Autumn)
- Shal a student wish to defer for a longer period they will be required to submit an

application for a temporary suspension of studies.

- Any re-assessment arising from deferral will be graded as a first sitting
- Any deferral of a decision in relation to a candidate's result shall be for a limited period, not exceeding one academic year.

Retrospective Applications for PEMC

In the absence of prior disclosure of PEMC, student engagement with assessment assumes fitness to participate and complete the scheduled task. Consequently, in circumstances where an assessment task is not completed, subsequent disclosures of PEMC's are not considered valid.

The only exception to this policy is where independent verifiable evidence can be produced that the PEMC occurred during, or concurrently with the assessment deadline within one week in advance of the sitting of the Examinations Board. In such circumstances, the evidence will be presented to Examination Boards for consideration.

Linked Policies or Procedures

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| Linked Policies | Policy on Assessment of Learners Policy on Academic Integrity Policy on Appeal Policy on Personal Extenuating and/or Mitigating Circumstances |
| Linked Procedures | Procedures associated with Assessment of Learners Procedures associated with Appeal Procedures associated with Breaches of Academic Integrity |