



## Cambridge Muslim College Extenuating Circumstances Policy

### 1. Purpose

This policy sets out the associated procedures for managing student requests for extenuating circumstances, with the aim of ensuring consistent and fair treatment for all.

### 2. Scope

This policy applies to students and faculty teaching on the College's BA (Hons) programme.

### 3. Principles

3.1. The College recognises that students may suffer from a serious and unforeseen event or set of circumstances, which, in the student's opinion adversely affects their ability to complete an assessment and/or the results they obtain for an assessment. In such cases, students may make a formal request that the College's extenuating circumstances procedures are applied.

3.2. Extenuating circumstances may be considered for a variety of situations, including late submission of an assignment, needing to miss an examination, or having to withdraw temporarily from the programme. To be considered extenuating circumstances, such difficulties must meet all the following criteria:

3.2.1. out of a student's control and could not have been prevented

3.2.2. to have had a demonstrably negative impact on ability to undertake an assessment

3.2.3. the timing of the circumstances must be relevant to the impact claimed.

3.3. The type of circumstance must also be covered by one of the following categories:

3.3.1. ill-health or accident

3.3.2. compassionate grounds

3.3.3. visa renewal or expiry issues affecting overseas students.

3.4. Any student wishing to restrict the sharing of this information should make their wishes known to the BA Programme Manager, preferably in writing. Students should be aware that the College cannot respond to a student's circumstances if they remain unaware of relevant information. Normally such wishes will be respected unless to do so would be against the best interests of the College community or the interests of safety or security of any person.

3.5. The College will aim to treat all extenuating circumstance applications confidentially, fairly and promptly.

3.6. When dealing with student's work which may have been affected by extenuating circumstances, everyone should be assessed on equal terms and no one should put in a position of unfair advantage or disadvantage over other students.

- 3.7. The College aims to respond to the student requesting extenuating circumstances within seven (7) days, but this may be delayed pending the submission of evidence from the student.
- 3.8. A student who fails to comply with an assessment deadline and does not follow the extenuating circumstance procedure will be in breach of the College's Assessment Policy.
- 3.9. A student who fails to attend an examination and does not follow the extenuating circumstance procedure will be in breach of the College's Attendance Policy.
- 3.10. Extenuating circumstances cannot excuse academic misconduct.
- 3.11. All cases of extenuating circumstances are reported to the Faculty Board, to allow an institution-wide overview.
- 3.12. If a student feels the College did not follow its own procedures when refusing permission for extenuating circumstances, they may appeal, or complain, following the procedure laid down in the Academic Appeals and Complaints Policy.

#### **4. References**

- Deferral Request Form (Appendix 1)
- QAA UK Quality Code for Higher Education, Chapter B9
- Assessment Policy
- Academic Appeals and Complaints Policy

#### **5. Responsibility**

- 5.1. Responsibility for the area of extenuating circumstances lies with the BA Programme Manager.
- 5.2. The BA Programme Manager will coordinate with the Tutors and Welfare Team as appropriate.
- 5.3. It is the responsibility of the College Coordinator (BA) to log all requests in the student record.
- 5.4. It is the responsibility of all students to
  - 5.4.1. inform their Tutor of any extenuating circumstances which they consider are affecting their ability to complete assessments and/or affecting their assessment results
  - 5.4.2. involve the College Welfare Team, who will provide support and advice
  - 5.4.3. seek professional help, where relevant, to assist in resolving circumstances that are affecting them adversely.

#### **6. Procedure**

- 6.1. To avoid being penalised for late submission, students whose circumstances meet the admissible grounds must make an application for extenuating circumstances by completing a Deferral Request Form (Appendix 1) and submitting to the College Coordinator (BA).
  - 6.1.1. The Deferral Request should be made at the earliest opportunity i.e. as soon as the situation is foreseen, or as soon as possible, or no later than seven (7) calendar days after the circumstances apply.

- 6.1.2. If a student fails, without good cause, to provide information about extenuating circumstances within the timescales specified, the College has authority to reject the request on those grounds. Only in very exceptional circumstances will an application be considered after the published deadline has elapsed.
- 6.1.3. Students are responsible for providing evidence demonstrating their claimed extenuating circumstances. This should be submitted at the same time as the Deferral Request or within three (3) calendar days of the Deferral Request or, if it is not possible to submit evidence within three (3) calendar days, they must submit an indication that evidence will be submitted within seven (7) calendar days.
- 6.1.4. Whenever medical reasons are cited for extenuating circumstances, students are only required to offer a witness certificate for sickness which impacts essay submissions. A letter from a qualified medical practitioner is needed when illness impacts sitting an exam.
- 6.2. After logging the documentation and request in the student record, the College Coordinator (BA) passes the completed application to the BA Programme Manager for review.
- 6.3. The BA Programme Manager will verify the authenticity of evidence submitted and convene a panel of at least three members of the Faculty Board to investigate the application. The timescale for the panel investigation will be no later than seven (7) calendar days from the date of the student's submitting the Deferral Request form and all relevant supporting evidence.
- 6.4. The panel will investigate the application for extenuating circumstances and make recommendations to the Board of Examiners.
- 6.5. The Board of Examiners will consider the recommendations of the panel and will usually select one of the following options:
  - 6.5.1. To provide a student with the opportunity to take the affected assessment(s) as if for the first time i.e. a 'sit' or 'submit', allowing them to be given the full marks achieved for the examination or assessment, rather than imposing a cap.
  - 6.5.2. To waive late submission penalties.
  - 6.5.3. To determine that there is sufficient evidence of the achievement of the intended learning outcomes from other pieces of assessment in the module(s) for an overall mark to be derived.
  - 6.5.4. To note the accepted extenuation for the module(s) and recommend that it is taken into account at the point of award and classification.
- 6.6. The Board of Examiners, depending on the circumstances, may exercise discretion in deciding on the particular form any reassessment should take. Options are a viva voce examination, additional assessment tasks designed to show whether the student has satisfied the programme learning outcomes, review of previous work, or normal assessment at the next available opportunity.
  - 6.6.1. The student will not be put in a position of unfair advantage or disadvantage: the aim will be to enable the student to be assessed on equal terms with their cohort.
  - 6.6.2. The module marks released following the meeting of the Board of Examiners should clearly identify results where extenuation has been considered and applied.
  - 6.6.3. If it is not possible to either sit the examination at another time or have an extension deadline for the submission of coursework, a student may be granted extenuating circumstances pass grade for that module. An extenuating circumstance pass grade in

any part of the programme will normally mean that the final award classification will be made at the discretion of the Examination Board.

- 6.6.4. If extenuating circumstances cause a student to fail more than one module, the student may be offered the option to re-take the entire year, re-attending classes and submitting the required assignments (assignments submitted will be on different questions than those submitted in the previous year). The option of re-taking a year will be at the discretion of the Examination Board and fees may be incurred for the extra year of studies. A student may re-sit a year only once.
- 6.6.5. If the extenuating circumstance persists and a student is unable to continue with their coursework, they will be encouraged to defer their studies to the following year.
- 6.7. The BA Programme Manager will inform the student in writing of the Board of Examiners' decision.
- 6.8. The College Coordinator (BA) will store all associated electronic and hard-copy documentation in the student record.

*This policy has been adapted with reference to All Nations College, with grateful acknowledgment.*

#### REVISION HISTORY

Revision #	Effective Date	Description of Change
00	March 2017	New Document
01	25 April 2018	<ul style="list-style-type: none"> <li>1. Formatting change</li> <li>2. Policy number assignment</li> <li>3. Changes to form</li> </ul>
02	28 November 2018	<ul style="list-style-type: none"> <li>1. Cases of extenuating circumstances are reported to the Faculty Board not the Academic Advisory Board.</li> <li>2. Whenever medical reasons are cited for extenuating circumstances for other than sitting an examination, students are only required to offer a witness certificate for illness. A doctors note is required if extenuating circumstances impact sitting an examination.</li> </ul>

Appendix 1



**Cambridge Muslim College  
Deferral Request Form**

This Deferral Request Form is designed for use with the College's Extenuating Circumstances Policy. Please ensure that you have read and understood the policy before completing this form. Please pass this completed and signed form to the College Coordinator (BA).

Contact information	
First name	
Family name	
Student number	
Preferred telephone number	
Preferred email address	

Do you have a disability or specific learning difficulty you would like us to be aware of when considering your deferral request?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Which assessments do you want to defer?

<p><b>Please choose the category that best describes your circumstances</b></p> <p><input type="checkbox"/> Ill-health or accident    <input type="checkbox"/> Visa renewal or expiry issues affecting overseas students</p> <p><input type="checkbox"/> Compassionate grounds (e.g. Bereavement, serious family issues, unexpected travel)</p> <p><input type="checkbox"/> Other</p>
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**Reason for your application to defer**

Please provide an explanation why you are applying to defer an assessment(s), continuing on a separate sheet if necessary. You will need to show that the circumstances:

- are/were out of your control – they could not have been prevented
- must have/have had a demonstrably negative impact on your ability to complete an assessment
- the timing of the circumstances must be relevant

**Please indicate which evidence is provided.**

- Medical certificate       Police report       Death certificate
- Other (state evidence)

Please check:

- I have completed all sections of this form.
- I have included supporting evidence.

<b>Signature</b>	
<b>Date</b>	

Form 200.016.01