Appendix 1: Overview of Process

Student decides to submit Exceptional Circumstances for consideration

Has the hand-in deadline/exam start time passed? — No → EXTENSION/EXAM POSTPONEMENT

Has the hand-in deadline/exam start time passed? — Yes

Are there at least 5 working days before the circumstances Board? — Yes → Exceptional Circumstances Board Consideration

Are there at least 5 working days before the circumstances Board? — No

Has the Assessment Board already met? — No

Has the Assessment Board already met? — Yes

EXTENSION/EXAM POSTPONEMENT

Student completes EC Form for an assignment extension/exam postponement request at earliest opportunity.

NB Short-Term Sickness Notification Form cannot be completed retrospectively.

Student submits signed form and evidence to Programme Support Officer who logs receipt of the request.

Programme Leader/Nominee considers evidence and grants extension or rejects the request

Programme Support Officer logs decision and notifies student normally within 7 calendar days of the request

Student submits assignment/sits exam(s) by revised deadline and work is marked in advance of relevant Assessment Board

Student completes EC Form for Exceptional Board consideration request and collates supporting evidence.

NB Short-Term Sickness Notification Form cannot be completed retrospectively.

Student submits signed form and evidence to Programme Support Officer who logs Board consideration request for Exceptional Circumstances Board

Exceptional Circumstances Board meets to consider evidence

Programme Support Officer logs outcome

Assessment Board meets and makes decisions as to what action should be taken (if any) in each case, referring to the outcome of the Exceptional Circumstance Board

The student is informed of Assessment Board decision by publication of results

Student seeks advice from the Programme Team regarding further action. NB. The University is not obliged to consider late applications for Assessment Board consideration but may exceptionally do so if the student provides evidence of a valid reason for late submission of circumstances

Refer student to Academic Appeals Policy. Advise on limited ground for appeal. NB. Appeals must be made within 10 working days of the publication of results

Are the circumstances to be considered by the Circumstances Board (may be as Chair's Action) — Yes

No

Does the student consider the circumstances to have affected them over and above any extension/postponement granted? — No

Does the student consider the circumstances to have affected them over and above any extension/postponement granted? — Yes