

Exceptional Circumstances Policy

Introduction

- 1.1 Programmes of study are made up of modules or units. Demonstration of the relevant learning outcomes is determined through the completion and submission of assessments.
 - 1.2 All assessments have strict deadlines which are scheduled to ensure your work can be marked and grades ratified at the necessary Assessment Panel. However, The College of Legal Practice (“the College”) understands that sometimes circumstances may affect your studies, which in turn might prevent you from submitting your work on time or attending a summative assessment. We also recognise that some students will be studying while in employment and that employment circumstances or responsibilities may alter unexpectedly. If you have a disability you may declare that and apply for reasonable adjustments to be made; once these reasonable adjustments have been made, these do not need to be declared under this exceptional circumstances policy.
 - 1.3 This policy sets out what you need to do if:
 - 1.3.1. you require an extension to the deadline for a piece of coursework (a ‘short term extension’); or
 - 1.3.2. you are unable to submit an element of assessment at the necessary submission point and require a deferral to the next available submission point (a ‘Deferral Request’); or
 - 1.3.3. you are unable to attend a summative assessment and need to defer to a later date (a ‘Deferral Request’).
 - 1.4 All assessments have strict deadlines which are scheduled to ensure your work can be marked and grades ratified at the necessary Assessment Panel. However, The College of Legal Practice (“the College”) understands that sometimes circumstances may affect your studies, which in turn might prevent you from submitting your work on time or attending a summative assessment. We also recognise that some students will be studying while in employment and that employment circumstances or responsibilities may alter unexpectedly.
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- 1.5 You are reminded that the College operates a 'fit to sit' policy. As such, if you sit or submit an assessment you deem yourself to be sufficiently able to take the assessment. This means that you cannot later claim to have exceptional circumstances. If you submit an assessment and also submit a Deferral Request, the Deferral Request will be disregarded.
 - 1.6 The College reserves the right to vary this procedure in the interests of fairness, where it is necessary to do so on the grounds of health and safety or where it needs to make reasonable adjustments under relevant equality legislation.
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Short Term Extensions

- 2.1 In the first instance, if you are experiencing difficulties and require an extension to an individual element of assessment, you should discuss this with your Module Supervisor(s).
 - 2.2 A Module Supervisor can extend the deadline for submission of a piece of work. Recognising the competing demands on your time, we request that you email your Module Supervisor and briefly outline in broad terms the reason you are requesting an extension. We do not require detailed supporting evidence. The short-term extension can be for a maximum for 14 days, although in many cases a shorter period of extension may be appropriate.
 - 2.3 Where an extension is required you will need to email your Module Supervisor at least 24 hours before the submission deadline stating that you require an extension to the deadline. Your Module Supervisor will acknowledge receipt and may grant an extension up to 14 days. This will not require ratification by the Module Assessment Panel.
 - 2.4 Failure to apply for a short-term extension, but submitting work up to 14 days after the advertised submission deadline will lead to your work being capped at the pass mark.
 - 2.5 Failure to apply for a short-term extension, but submitting work beyond 14 days after the advertised submission deadline will lead to your work being capped at zero.
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2.6 Short term extensions may not be applied for time-specified summative assessments or other assessments where your presence is required at a particular time.

2.7 If you request a short-term extension and then subsequently are unable to submit your work within the 14-day extension window, you will need to apply for a deferral to the next submission point. A short-term extension will not be treated as a subsequent Deferral Request if you choose to request a deferral.

Deferral Request

3.1 A Deferral Request is where you can postpone your summative assessment for a specified period, as approved by the Module Assessment Panel in recognition of proven exceptional circumstances affecting your ability to complete your work and submit the assessment(s).

3.2 A successful Deferral Request will allow you to submit the assessment at the next available sitting without penalty.

3.3 All Deferral Requests must be submitted to the Student Services Manager on the appropriate form. Requests from third parties are not normally considered and discussion between a student and module supervisor does not constitute a formal Deferral Request. Module Supervisors are unable to grant deferrals.

3.4 The Deferral Request Form requires you to complete full details of the assessment(s) you are requesting deferrals for. In addition, you need to supply supporting evidence (see Appendix 1 for types of evidence that are suggested).

3.5 All evidence will be treated in strictest confidence and in line with the College's [Privacy Policy](#) and will not be shared outside of the Student Services Manager and the relevant Chairperson of the Module Assessment Panel. Evidence should be presented in English or with an accompanying translation.

3.6 Deferral Requests must be submitted no later than 21 days following the original date of submission or date of assessment.

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- 3.7 A Deferral Request only counts for one submission point. As such, if you require a deferral for a second submission point you will need to submit a new Deferral Request.
- 3.8 Deferral Requests are ratified by the Module Assessment Panel and so you will be notified of the outcome of the application following the relevant Module Assessment Panel.
- 3.9 The College reserves the right to check the authenticity of all documentation submitted as part of a Deferral Request. Any student who submits inauthentic documentation, or who misrepresents material facts in the request, may be subject to proceedings under the Disciplinary Process.
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Other Exceptional Circumstances

- 4.1 As expressed in 1.2 (above), the College recognises that there may be circumstances outside your control or connected to your employment which prevent you from requesting either a short-term extension or deferral.
- 4.2 Where these exceptional circumstances existed meaning that you were unable to request either a short-term extension or a deferral as set out above, you are able to make a representation to the Chair of the Module Assessment Panel asking for either a capping to be removed or for a deferral to be granted.
- 4.3 If you choose to make a representation to the Chair of the Assessment Panel, you must do so by emailing the Student Services Manager (and for the attention of the Chair of the Assessment Panel) with supporting evidence of the exceptional circumstance and an explanation as to why you were unable to request a short-term extension or deferral at the time.
- 4.4 If, following the outcome of the Module Assessment Panel, you are dissatisfied with how the short-term extension or Deferral Request was applied, you are directed to the Student Academic Appeals Procedure.
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Appendix 1: Categories of grounds for Deferral Requests and types of evidence required

Category	Type of evidence
Bereavement	Death certificate Copy of order of service Public announcement
Personal medical reason	Doctor's note Medical Certificate
Illness of close family member	Doctor's note Medical Certificate
Other commitments outside a student's control, e.g. work, lack of childcare / carer support or other emergency	Evidence as appropriate and available (e.g. note from employer, correspondence from childcare provider, etc.)
Religious reasons	Note from religious leader / faith group leader
Computer problem	Receipt from repairer Screenshots evidencing computer problem
Holidays	Evidence needs to show that booking of holiday was prior to enrolment at the College.
Miscellaneous not covered above	Evidence as available and appropriate