



Extension, Postponement of Assessment, and Mitigation Policy and Process

Responsibility of:	Academic Registrar
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1 Principles

- 1.1 The aim of the process is to encourage and support students to submit to assessment in time to progress with their cohort wherever possible.
- 1.2 The process is designed to support students in difficulty to engage with academic staff and receive academic support and advice at an early stage.
- 1.3 The process is straightforward and based on the principle of self-certification in the early stages (prior to release of grades).
- 1.4 The process underpins academic standards by requiring evidence for any mitigation requested after release of grades.
- 1.5 Any additional time permitted will be calculated in calendar days (these include all weekends and bank holidays where the University is open).

2 Scope

- 2.1 The process addresses coursework assessment and scheduled assessment and works with the timescale of pre- and post-grade publication.
- 2.2 Pre-grade publication
 - Extension (two-part, for coursework assessment)
 - Postponement (for scheduled assessment and coursework assessment)
- 2.3 Post-grade publication
 - Mitigation (for failed assessment)

3 Extension

- 3.1 Where students need a little extra time to complete and submit and may benefit from additional academic support or guidance, this is accommodated by the **Extension** process.
- 3.2 This is in two stages: the first stage allows self-certification for up to 5 calendar days.
- 3.3 Where additional time is then needed, academic input and advice is required before accessing the **Further Extension stage**. The student must consult their tutor for guidance prior to the tutor notifying the self-certification extension directly to the Administration Officer for the course.
- 3.4 Students who do not engage with the process, in part or in full, are still accommodated by a late submission opportunity, with grade penalty.
- 3.5 **Extension**
 - 3.5.1 5 additional calendar days with no grade penalty.

3.6 Further Extension

- 3.6.1 An additional 5 calendar days with no grade penalty, granted automatically on request but only after discussion and academic advice with the module leader or tutor.

3.7 Late submission without Extension

- 3.7.1 Up to 10 calendar days from the deadline: capped mark; 11+ calendar days from deadline: mark of zero and resit/retake.

3.8 Late submission after an Extension

- 3.8.1 No further allowance is available for submission beyond 10 calendar days of the original deadline. Any work submitted will receive a mark of zero and resit/retake.
- 3.8.2 Late submission after an initial five-day Extension, without a Further Extension but within 10 calendar days of the original deadline: work will be accepted and marked; capped mark

4 Postponement (scheduled assessments)

- 4.1 The extension process applies to all assessments, except for scheduled or timetabled assessments such as written exam, in-class test, performance, oral exam, OSCE, viva voce.
- 4.2 Where a student is unable to take a scheduled assessment, they may submit a Postponement application, for the assessment to be taken at the next scheduled opportunity determined by the College or School.
- 4.3 The student must consult their module leader or tutor for guidance in order to self-certify and the self-certification will be sent directly by the tutor to the Course Administration Officer for the course, with notification of the next assessment date.

5 Postponement (coursework assessments)

- 5.1 Where a student is seriously unwell, hospitalised or has other ongoing serious circumstances which will impact on successful submission to assessment and which cannot be offset by an Extension, they may request postponement of coursework assessment. This will require submission of an application form. All such applications will be received by the academic registry. Applications will normally be accepted as self-certification, but where necessary, evidence may be requested and unevidenced applications may be refused.
- 5.2 Where the circumstances impact on an entire semester of study, the student will be referred for academic advice and consideration of deferral of studies rather than postponement.
- 5.3 A student cannot ask for a postponement if they have already requested an extension.

6 Mitigation

- 6.1 After publication of results, an application for consideration of mitigating circumstances may be made if a student has failed a module (or did not submit to assessment), and then realises after the event that they were affected by their personal circumstances.
- 6.2 A completed application form must be submitted, with evidence of the circumstances for consideration by a Panel where the initial review of the request would be a refusal to grant mitigation.
- 6.3 Mitigation can only be sought for a failed assessment. If accepted, the outcome of the application will be the grant of a further attempt at assessment, with no grade penalty other than any penalty that was already in place.