

## Extenuating Circumstances Panel

There shall be an Extenuating Circumstances Panel.

### Membership

Three Module Leaders nominated by the Director of Teaching and Learning, one of which shall act as Chair.

**Quorum:** Two members, one of whom shall act as secretary.

**Frequency:** As required.

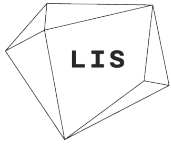
**Voting and recommendations:** It is expected that the Panel shall reach agreement after due consideration.

### Terms of reference

The Panel shall determine whether a student may defer a formal summative assessment or gain a deadline extension on a formal summative assessment on the basis of Extenuating Circumstances, as set out in the [Deferral, Extension and Extenuating Circumstances Policy and Procedure](#).

In making its decision the Panel will take into account:

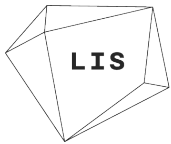
- Whether the application was submitted in accordance with the guidelines and deadlines set out in the [Deferral, Extension and Extenuating Circumstances Policy and Procedure](#);
- Whether the application is supported by objective and authoritative evidence (e.g., from a qualified medical practitioner);
- Whether the illness or other good cause would render the student unfit to complete the assessment; *and*
- That the illness or other good cause with either
  - Have a significant and adverse impact on the student's performance in the examination or assessment; *or*
  - Would prevent the student from sitting the examination or assessment
- Where the Extenuating Circumstances Panel is satisfied that the above conditions have been met, the student will be withdrawn from the examination or assessment and deferred to the next assessment sitting, or will be granted an extension and a new deadline for submission will be set.
- Where a student seeks to defer one or more but not all of the diet of examinations or assessments that they would normally be required to take within a single examination or assessment sitting, the student must provide evidence to justify the split of the



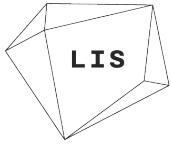
examination and assessment diet. The Panel must be satisfied that the integrity of the examination process has not been undermined or that the student has not gained an unfair advantage over other students who have taken the full diet in one period.

- The Extenuating Circumstances Panel shall keep a record of deferrals and extensions granted and make these available to the Registry.

The Extenuating Circumstances Panel shall report to the Academic Council on an annual basis.



<b>Name of policy/procedure:</b>	<b>Extenuating Circumstances Panel: Membership and Terms of Reference</b>
<b>Document owner:</b>	<b>Hannah Kohler, Director of Admissions and Student Support</b>
<b>Date Originally Created:</b>	<b>08/2019</b>
<b>Last reviewed:</b>	<b>03/2020</b>
<b>Reviewed by:</b>	
<b>Audited by:</b>	<b>Academic Council</b>
<b>Date of Audit:</b>	<b>12/2019, 03/2020 (approved)</b>
<b>Date of next review:</b> (annually unless otherwise agreed)	
<b>Related documents:</b> (eg associated forms, underpinning processes, related policies or overarching policies)	<b>Academic Council: Membership and Terms of Reference</b> <b>Deferral, Extension and Extenuating Circumstances Policy and Procedure</b> <b>Academic Appeals Procedure</b> <b>Board of Examiners: Membership and Terms of Reference</b>



<b>Version Control</b>			
<b>Version</b>	<b>Author</b>	<b>Date</b>	<b>Brief summary of changes</b>
<b>1</b>	<b>Hannah Kohler (Director of Admissions and Student Support)</b>	<b>15/08/2019</b>	<b>Original draft</b>
<b>2</b>	<b>Academic Council</b>	<b>18/12/2019</b>	<b>Reviewed; requires update as part of general update of governance articles given decision to pursue NDAPs</b>
<b>3</b>	<b>Hannah Kohler (Director of Admissions and Student Support)</b>	<b>02/03/2019</b>	<b>Separated out into distinct Terms of Reference document</b>
<b>4</b>	<b>Academic Council</b>	<b>16/03/2020</b>	<b>Approved</b>