

Application for Extensions and Mitigation Process – 2020/21: Information for students /staff

It is recognised that students can suffer illness or other adverse personal circumstances which affect their ability to complete an examination/ assignment. If a student is ill or affected by personal circumstances that potentially preclude them from undertaking an examination or submitting an assignment on time, they **should** submit a mitigation application.

Students should complete and submit a mitigation application no later than one working day following the affected assessment point (Hubs will accept exceptional circumstances as the basis for applications made outside of this window). Applications should be emailed to the central college/ discipline email address for mitigation. Requests will be for extension of deadline or deferral of assessment. Students are entitled to withdraw their mitigation application up to three working days after the assessment deadline.

College to consider application (aim to do so within 5 working days)

- **Alleged medical circumstances outside the relevant period** for which mitigation has been applied for.

- **Colds, minor illness/ ailment** (allow time for this in your planning; don't leave assignments to the last minute).
 - **Disruption to study caused by illness/ accident but which does not reasonably disrupt the submission of an assignment on time**
 - **Stable health condition/ disability for which student is already receiving reasonable or appropriate adjustments**

- **Poor time management**
 - **Lack of awareness** of exam/ submission dates or times
 - **Holidays**
 - **Late disclosure of circumstances** due to feeling unable to disclose extenuating circumstances.

Circumstance is not 'unexpected' and could have been planned for e.g. wedding, student society/ Guild/ FXU trip, family event/ failure to make adequate caring arrangements.

- **Bereavement**
 - **Serious short term illness or accident**
 - **Significant worsening in any adverse personal/ family circumstances.**
 - **Caring responsibilities** – breakdown of established arrangements
 - **Exacerbation of long term health condition/ disability**
 - **Exceptional medical or other circumstance** All circumstances will be looked at on a case-by-case basis (the notes on this page are a guide only). Please refer to [Annex E](#) of the Mitigation Code of Good Practice for more information.

Application not approved.
 College to inform the student

• Extension to submission deadline or deferral of assessment point. Length of extension dependant on circumstances. Usually 1 week to a maximum of 3 weeks in exceptional circumstances noting that this may affect standard awarding and results confirmation. Students who have deferred assessments from 2019/20 to 2020/21 should not be given the option to defer again in 2020/21 unless there are exceptional reasons supported with written evidence and consent from the mitigation committee and academic department.

For most programmes, extensions cannot be granted for more than 3 weeks. If circumstances require greater than a 3-week extension and mitigation is accepted, students may be deferred to the referred/deferred period in August of that academic year. In addition, the [Health, Wellbeing and Support for Study procedures](#) should be considered. Alternatively, options such as [interruption](#) or part-time study could be considered.