

Section 17A



Nottingham Trent
University

Quality Handbook

Part E: Regulations

Section 17A: Consideration of Personal Circumstances Policy - Requirements

Section 17A

Contents

1. Introduction.....	2
2. Principles	2
3. Advice and support for students	3
4. Types of notifications of personal circumstances.....	3
5. Deciding which type of request is most appropriate	4
6. Extensions.....	4
7. Delaying assessment until the next available opportunity	6
8. Variation to study rate	7
9. Break in study	8
10. Evidence	9
11. Outcomes.....	10
12. Reasonable adjustments	11
13. Appeals.....	12
14. Appendix 1: Examples of personal circumstances	13
15. Appendix 2: Examples of evidence to support a notification of personal circumstances.....	15
16. Appendix 3: Considering notifications of personal circumstances.....	17
17. Appendix 4: Board of Examiners.....	19

Section 17A

1. Introduction

Students may need to ask for consideration of personal circumstances for something that has affected their performance in an assessment or their engagement with the course more generally.

- 1.1 Students might be affected by an illness, accident, bereavement or something else that has impacted their ability to study, prepare for, or complete an assessment. There may also be an impact on their ability to engage with the course more generally. Often this will be unexpected and beyond the student's control.
- 1.2 This policy allows students to tell the University about these circumstances and to request that consideration is given to enable them to perform at their best.
- 1.3 The policy can be used for any circumstances that impact a student.
- 1.4 Students who are facing longer-term or serious difficulties should seek support from their School and/or [Student Support Services](#), as appropriate, and may need to be referred to the Support to Study policy.
- 1.5 The policy applies to all students except those on research degrees or studying at a partner institution.
- 1.6 The policy is not intended to be used where a group of students is impacted by an event, such as a fire alarm during an exam. Such incidents are managed by the University and the outcome communicated to all students impacted.

2. Principles

The policy works on the basis of trust and is designed to ensure all students are treated fairly.

- 2.1 Students affected by personal circumstances may be anxious, distressed or unwell and may find it difficult to talk about their circumstances. Throughout this process students will be treated with compassion, and in a way that is fair and consistent. The University will ensure that:
 - a. circumstances reported by a student are given independent consideration at each stage to avoid potential bias;
 - b. reasons are given for all actions and decisions made;
 - c. timescales for submission and response are reasonable and manageable for students and colleagues;
 - d. information provided by students is handled confidentially and is only shared with those who need it to make decisions or provide support.

Section 17A

- 2.2 The policy works on the basis of trust and that requests for consideration of personal circumstances are genuine.
- 2.3 Fraudulent or malicious use of the policy, for example false claims or evidence, are a breach of this trust and are therefore considered to be academic misconduct. Such cases are investigated under the Academic Integrity policy.

3. Advice and support for students

Students affected by personal circumstances can access support as needed

- 3.1 Students affected by personal circumstances may need to access support either in relation to a request for consideration or more generally around their wellbeing.
- 3.2 Students needing support for assessments impacted by their personal circumstances should speak to their School in the first instance, this may be a Personal Tutor, School Administrator, or Course Leader.
- 3.3 Students needing wellbeing support or individual requirements/reasonable adjustments to be put in place should contact [Student Services](#). The School can facilitate access to Student Services if needed.

4. Types of notifications of personal circumstances

There are four types of requests which a student can use when they are impacted by personal circumstances.

- 4.1 There are four types of consideration of personal circumstances, which are:
 - a. Extension request for seven or fourteen calendar days;
 - b. Request to delay completing assessment until the next available opportunity;
 - c. Request to vary their rate of study;
 - d. Request for a break in study.
- 4.2 Extension requests are normally for short-term circumstances which affect the student for up to two weeks, and can only be used for coursework type assessments.
- 4.3 Delaying an assessment until the next available opportunity can be used where a student has been unable to complete an exam or other 'on the day' assessment, such as a presentation. It may also be used for circumstances which affect a student for longer than two weeks.
- 4.4 Multiple extension or next opportunity requests from a student should prompt a discussion about their options and may indicate a need for Support to Study.

Section 17A

- 4.5 Variation to study rate and break in study are generally used where the personal circumstances are ongoing and affect the student's ability to engage with their studies, impacting multiple assessments throughout the year or across multiple years.
- 4.6 If students are considering withdrawing from their studies they should speak with their tutor or course leader. Information on withdrawal is available on [StudentHub](#).

5. Deciding which type of request is most appropriate

Students need to decide which type of request is most appropriate for them based on their personal circumstances and may need support to do this.

- 5.1 Students will need to decide which type of request is most appropriate for them. They may need support to do this, and can contact the course team to discuss their options.
- 5.2 In addition, students might need to decide whether to complete an assessment where they are affected by personal circumstances.
- 5.3 When making these decisions, students should look at those circumstances likely or unlikely to be accepted as set out in Appendix one and seek support from their course team.
- 5.4 If a student has not submitted a Consideration of Personal Circumstances request or is yet to receive the outcome of a request but chooses to attempt/submit the assessment, they accept that:
- they are declaring themselves fit to complete the assessment; and
 - the work will be graded and the grade will stand; and
 - they cannot later submit a request for reconsideration.
- 5.5 Students cannot submit an extension or next opportunity request after they have submitted or completed an assessment.
- 5.6 Assessments submitted after the original deadline/assessment event without a personal circumstances request is subject to the late submission policy as set out in the Common Assessment Regulations ([Quality Handbook Sections 16A-C](#)).

6. Extensions

Students can request an extension to an assessment deadline of seven or 14 days

- 6.1 There are two types of extension request:

Section 17A

- a. A self-certified extension of seven calendar days (referred to here as 'short');
or
 - b. An evidenced extension of 14 calendar days (referred to here as 'longer').
- 6.2 Assessments submitted after the original deadline without an extension request are subject to the late submission policy as set out in the Common Assessment Regulations ([Quality Handbook Sections 16A-C](#)).

Short self-certified extensions

- 6.3 Students can have two automatic short extensions in each year of study. These do not require evidence. Any additional short extension requests need to be supported by evidence.
- 6.4 Short extension requests must be submitted through the personal circumstances portal up to **seven calendar days before**, and not later than **72 hours** after, the assessment deadline.
- 6.5 Requests for a short extension apply to all coursework type assessments taking place in the period of the extension request.
- 6.6 The student is given an automatic extension of seven calendar days and relevant colleagues are notified of the revised submission deadline.
- 6.7 Where both automatic extensions have been used, the request needs to be supported by a self-certification form, is considered by the Consideration of Personal Circumstances Contact, and where approved, is given an extension of seven calendar days.
- 6.8 Students can only request one short self-certified extension per assessment. They may later request that this is increased to a longer extension (14 calendar days in total) or request for next available opportunity for the same assessment where their personal circumstances last beyond seven calendar days, in such cases additional evidence is required (see **longer or multiple extensions**).
- 6.9 Short extension requests received more than **72 hours** after the submission deadline will not be accepted unless the student is able to demonstrate, with evidence, why they were unable to submit within the normal timescales, for example hospitalisation. Such requests should still be managed via the portal.

Evidenced or multiple extensions

- 6.10 Where a student's personal circumstances are likely to last longer than seven calendar days they can request a longer, evidenced extension of 14 calendar days.
- 6.11 Where a student has an approved short self-certified extension, they can request a further extension of seven calendar days for the same assessment.
- 6.12 Where a student has used both of their automatic short extensions they can request further extensions of seven or 14 calendar days for any subsequent assessments, which must be supported by evidence.
- 6.13 Requests must be submitted through the personal circumstances portal as soon as possible **before**, but not later than **seven calendar days** after, the assessment deadline.

Section 17A

- 6.14 Evidenced extension requests received more than **seven calendar days** after the submission deadline will not be accepted unless the student is able to demonstrate, with evidence, why they were unable to submit within the normal timescales, for example hospitalisation. Such requests should still be submitted via the portal.
- 6.15 Where a student has already had an automatic short extension and then requests an additional seven day evidenced extension for the same assessment, this request must be submitted within **24 hours** of the revised deadline date.
- 6.16 A student can only submit one 14 day extension request per assessment. Where they are likely to be impacted by personal circumstances for longer than 14 calendar days they should request that the assessment be completed at the next available opportunity.
- 6.17 Non-self-certified or multiple extension requests must be supported by evidence (see section 10, below, and appendix 2).
- 6.18 Students are normally expected to submit the request themselves. A request may be accepted from someone else, where the student has given written authority for this.
- 6.19 If a request is made by a student who is under the age of 18, the University will notify their parent or guardian in writing and keep them informed of progress. The University will only allow the parent or guardian to act on the student's behalf with prior written consent.

7. Delaying assessment until the next available opportunity

Students can request to delay an assessment attempt and complete it instead at the next available opportunity.

- 7.1 Some students may need to delay completing an assessment and request to complete it at the next available opportunity for the following reasons:
- The impact of their personal circumstances is likely to last longer than 14 calendar days; or
 - They were unable to complete an exam, presentation or other on the day assessment; or
 - They initially requested an extension but the impact of the personal circumstances went on for longer than anticipated; or
 - They are waiting for reasonable adjustments to be put in place (see section 12, below).
- 7.2 Requests to delay assessment until the next available opportunity must be submitted through the personal circumstances portal as soon as possible **before**, but no later than **seven calendar days** after, the assessment deadline/date.

Section 17A

- 7.3 Requests received more than **seven calendar days** after the assessment date/ submission deadline will not be accepted unless the student is able to demonstrate, with evidence, why they were unable to submit within the normal timescales, for example hospitalisation. Such requests should still be submitted via the portal.
- 7.4 Requests must be supported by evidence (see section 10, below, and appendix 2).

8. Variation to study rate

A student with long-term personal circumstances can request a variation to study rate

- 8.1 Some students may have personal circumstances where the impact is ongoing rather than related to specific assessments. These students can request a personalised arrangement to complete modules and assessments at a different rate to that set out in the definitive course information.
- 8.2 Variation to study rate requests must be made through the personal circumstances portal and can be submitted at any time.
- 8.3 All requests must be supported by evidence (see section 10, below).
- 8.4 When a student requests a variation to study rate, they should have a follow up discussion with their School Course team to discuss the implications of the request. The School may also refer them to other relevant University departments to discuss options.
- 8.5 Students on a Student Route visa are strongly advised to speak to the International Support Team to understand the implications of a variation to study rate on their visa.
- 8.6 Stipulations from accrediting Professional, Regulatory and Statutory Bodies should be taken into account when considering a request.
- 8.7 Once such discussions have taken place, the variation to study rate request is reviewed by the Consideration of Personal Circumstances Contact, and approved by the Deputy Dean or Head of Department (or nominee).
- 8.8 Each request should be considered on its own merits taking into account the student's circumstances and the University's ambition that students are able to personalise their learning experience where possible.
- 8.9 Students varying their rate of study will continue to have access to all university facilities, systems and communications. They will also have an agreed plan of contact with their course team.
- 8.10 Students should not gain academic advantage through an agreement to vary their study rate. All grades awarded before the variation is put in place stand, and passed assessments cannot be repeated.
- 8.11 The variation study rate is recorded on the University's student record system by Academic Registry.

Section 17A

- 8.12 Students can appeal a decision in relation to a variation to study rate request to the Executive Dean of School or nominee (see section 13, below).

Further information

- Please See [QH Section 16](#) and the relevant supplement for guidance on the applicable Common Assessment Regulations.

9. Break in study

Students can request a break in study to ensure they can continue their studies in, or after, a period of difficulty, or to enable them to capitalise on an opportunity that will enhance their studies

- 9.1 Students with long-term personal circumstances can apply for a break in study of up to 12 months in the first instance.
- 9.2 Students can also apply for a break in study for a personal development opportunity which enables them to enhance their study.
- 9.3 Break in study requests must be made through the personal circumstances portal and can be submitted at any time. Requests must be made in advance of the break in study start date.
- 9.4 All requests must be supported by evidence (see section 10, below).
- 9.5 When a student requests a break in study, they should have a follow-up discussion with their Academic School Course team to consider the implications of the request. The School may also refer them to other relevant University departments to discuss options.
- 9.6 Students on a Student Route visa are strongly advised to speak to the International Support Team to understand the implications of a break in study on their visa.
- 9.7 Stipulations from accrediting Professional, Regulatory and Statutory Bodies should be taken into account when considering a request.
- 9.8 Once such discussions have taken place, the break in study request is reviewed by the Consideration of Personal Circumstances Contact, and approved by the Deputy Dean or Head of Department (or nominee).
- 9.9 Each request should be considered on its own merits taking into account the student's circumstances and the University's ambition that students are able to personalise their learning experience where possible.
- 9.10 A break in study must not be approved in the instance of inability to pay tuition fees.

Section 17A

- 9.11 Students on a break in study will continue to have access to appropriate university facilities (buildings and NTU email). They will also have an agreed plan of contact with their course team.
- 9.12 Students should not gain academic advantage through a break in study, therefore they will not have access to NOW Learning Rooms. All grades awarded before the break in study is put in place stand, and passed assessments cannot be repeated.
- 9.13 The break in study is recorded on the University's student record system by Academic Registry.
- 9.14 Requests for an additional break in study beyond one calendar year would require a new application.
- 9.15 The maximum period for a break in study is two continuous years, after which the student will be withdrawn.
- 9.16 Students can appeal a decision in relation to a break in study request to the Executive Dean of School or nominee (see section 13, below).

Further information

- Please See [QH Section 16](#) and the relevant supplement for guidance on the applicable Common Assessment Regulations.

10. Evidence

Evidence requirements depend upon the type of request the student is making.

- 10.1 Evidence is needed for the following requests:
 - a. Longer extensions of more than seven and 14 days;
 - b. Additional seven-day extensions beyond the two automatic short extensions;
 - c. To delay the assessment until the next opportunity;
 - d. Variation to rate of study;
 - e. Break in study.
- 10.2 Appendix two provides examples of suggested evidence to support consideration of personal circumstances.
- 10.3 Where evidence is not provided, there may be a delay in considering the request or it may not be approved.
- 10.4 Evidence should normally be:
 - a. Written by a professional who is independent of the student (for example a medical practitioner, personal tutor, Student Support Services advisor), although in some cases a letter from a family member may be accepted, such as for a bereavement.
 - b. On official headed paper, signed and dated by the author, or sent via email from an organisation's email address.

Section 17A

- c. At the same time as the circumstances occurred.
 - d. In English, or an official translation.
 - e. A scanned copy of an original document.
- 10.5 Letters from Student Support Services can only be provided where a student is accessing support.

11. Outcomes

The policy is designed to provide circumstances in which a student can demonstrate their academic ability unhindered. The University will not adjust grades or degree classifications as an outcome of considering personal circumstances.

- 11.1 The outcome depends on the type of request submitted.
- 11.2 Up to two short extension requests per year of study are automatically approved and the deadline date adjusted accordingly.
- 11.3 For all other requests there are two possible outcomes:
 - a. Request approved; or
 - b. Request partly approved; or
 - c. Request not approved.
- 11.4 Where a request is approved, the outcome will be:
 - a. An extension of either seven or 14 calendar days; or
 - b. To allow the student to be assessed at the next available opportunity. The School informs the student of when the next available opportunity is; or
 - c. Provide the student with the opportunity to vary their rate of study; or
 - d. Allow the student to take a break in study.
- 11.5 A partly approved outcome might be given where a request for an extension or delaying until the next available opportunity has been made for multiple assessments but is only approved for some but not all of these assessments. For example, where some of the assessment deadlines fall outside the period of the request.
- 11.6 Where a request is not approved, the student will be informed of the reasons for this. The timing of communicating not approved outcomes is considered to ensure that students are able to access support if they need to.
- 11.7 If a request is not approved, and the student has not completed the assessment by the deadline, the late and non-submission policy apply, as set out in the Common Assessment Regulations ([Quality Handbook Sections 16A-C](#)).

Section 17A

- 11.8 The University will not adjust grades or degree classifications as a result of an approved request.
- 11.9 New personal circumstances disclosed after a Board of Examiners are considered through the Academic Appeals policy and process.

12. Reasonable adjustments

The policy is designed to provide circumstances in which a student can demonstrate their academic ability unhindered.

Extensions

- 12.1 Some students have Access Statements which include a recommendation to extend assessment deadlines.
- 12.2 Where this is the case, the student should submit a single extension request for either seven or 14 calendar days at the start of the academic year to cover all assessment deadlines. No additional evidence is required. Such requests must always be approved.
- 12.3 Students that have received an extension because of a recommendation in their Access Statement can apply for a further extension because of the reasons outlined in Appendix one. In these circumstances, students should follow the process set out in section six, above.
- 12.4 Students who do not yet have an Access Statement in place but who request an extension related to a disability or long term medical condition must always have their request approved without the need to provide additional evidence.
- 12.5 Where a student needs an Access Statement to be put in place the module leader informs the course leader who is responsible for signposting the student to [Disability Services](#).

Reasonable adjustments to assessment methods

- 12.6 Some students have Access Statements which include a recommendation for an alternative method of assessment for some types of assessment, for example, oral presentation.
- 12.7 Where this is the case, it is the responsibility of the module leader to ensure that these adjustments are implemented and recorded appropriately.
- 12.8 Some students may not yet have an Access Statement in place, for example because of a new diagnosis, or may not yet have declared their disability or medical condition.
- 12.9 In such cases, the student should make a request to the module leader for an alternative assessment method to be put in place no less than four weeks prior to the date of the assessment. These requests must always be approved and implemented by the module leader.

Section 17A

- 12.10 Where a request for an alternative assessment method is received less than four weeks prior to the date of the assessment every effort will be made to accommodate the request where possible. Where this is not possible the student should submit a request to complete the assessment at the next available opportunity to ensure they are not disadvantaged by completing the assessment. Such requests must always be approved.
- 12.11 Where a student requests an alternative assessment method but does not have an Access Statement in place the module leader informs the course leader who is responsible for signposting the student to [Disability and Inclusion Services](#).

Personal Exam Plans

- 12.12 Some students have Access Statements which include recommendations for reasonable adjustments to assessments with a timed component, such as an examination. Where this is the case the student will have a Personal Exam Plan.
- 12.13 Personal Exam Plans must be in place ideally eight weeks, but not later than four weeks, before the assessment date.
- 12.14 Personal Exam Plans received less than four weeks before the assessment date will be accommodated as far as possible. Where this is not possible the student should submit a request to complete the assessment at the next available opportunity to ensure they are not disadvantaged by completing the assessment. Such requests must always be approved.
- 12.15 Further information on Personal Exam Plans can be found in [Quality Handbook Supplement 15H](#).

13. Appeals

A student is entitled to submit an appeal against a decision in relation to a request for a variation to study rate or a break in study.

- 13.1 A student can submit an appeal on one or more of the following grounds:
- The University failed to correctly follow its own procedures; or
 - The student has additional information that could not have previously been made available.
- 13.2 An appeal must be supported by evidence in support of the grounds on which the appeal is being made and be submitted within ten working days of the outcome of a request being received.
- 13.3 The appeal is considered by the Executive Dean of School (or nominee) and a decision made within 25 working days of receipt.
- 13.4 The outcome of an appeal is final and there is no further right of appeal within the University's processes.
- 13.5 The outcome of an extension or next available opportunity request cannot be appealed through this process.

Section 17A

14. Appendix 1: Examples of personal circumstances

14.1 The following are examples of personal circumstances that are likely to be accepted

- a. Short-term illness or injury of up to fourteen days duration;
- b. Minor illnesses where this restricts access to particular facilities such as labs;
- c. Impact or fluctuation of an ongoing illness or disability, including mental health conditions;
- d. Hospitalisation;
- e. Serious illness or death of a family member or close friend;
- f. Unexpected caring responsibilities for a family member or dependent;
- g. Significant personal or family crises leading to acute stress;
- h. A crime which has a substantial impact;
- i. Witnessing or experiencing a traumatic event;
- j. Accommodation crisis such as eviction or the home being uninhabitable;
- k. An emergency or crisis that prevents attendance at an exam or accessing an online assessment;
- l. Safeguarding concerns;
- m. Undertaking public duties (i.e. jury service) or completing in national or international sporting events;
- n. Participation in NTSU elections as a candidate during the voting period.
- o. Religious festivals determined by the lunar calendar, such as lunar new year, Rosh Hashanah or Eid.

14.2 The following are examples of personal circumstances that are unlikely to be accepted

- a. Holidays, house moves or other planned events;
- b. Assessments that are scheduled close together;
- c. Misreading an assessment deadline, exam timetable or other details of an 'on the day' assessment;
- d. Poor time management;
- e. Minor transport disruption;
- f. Computer, printer or internet failure where the work could have been backed up;
- g. Normal exam anxiety;
- h. Work pressure (except for apprentices);
- i. Minor life events;
- j. Loss of access to student account as a result of deactivation due to non-payment of fees or debts to the University;

Section 17A

- k. Religious festivals, other than those listed above;
- l. Disagreement with housemates;
- m. Reluctance to disclose circumstances.

Section 17A

15. Appendix 2: Examples of evidence to support a notification of personal circumstances

15.1 The following table provides examples of evidence for different types of circumstances. These are indicative and there may be other evidence that a student considers to be relevant.

15.2 Student should not normally submit photographic evidence of to support their submission, except where this is a photograph of a document or prescription.

Personal Circumstances	Examples of appropriate evidence
Short term illness or injury up to 7 calendar days	No evidence required
Longer term illness or injury (over 7 calendar days)	Medical certificate/fit to work note from a medical practitioner, pharmacist or hospital.
Infectious disease that could be harmful to others	Prescription, pharmacist label for medication.
Hospitalisation	
Impact or fluctuation of an ongoing illness or disability including mental health conditions	Access Statement Medical certificate Letter from a medical professional, counsellor or Student Support Services
Serious illness or death of a family member or close friend	Letter from personal tutor, Student Support Services or close family member News or media report
Crime which has a substantial impact	Crime number Crime report (where this can be obtained) Letter from personal tutor
Unexpected caring responsibilities for a family member or dependent	Letter from a child's school, childcare provider Social Services, medical practitioner, personal tutor or Student Support Services.
Accommodation crisis such as eviction or the home becoming uninhabitable	Eviction notice Documentary evidence of the uninhabitability of the home
Significant personal or family crisis leading to acute stress	Letter from personal tutor, Student Support Services, police etc

Section 17A

Witnessing or experiencing a
traumatic incident

An emergency or crisis that
prevents attendance at an exam
or accessing an online assessment

Section 17A

16. Appendix 3: Considering notifications of personal circumstances

Requests made under this policy are considered by the School.

- 16.1 Up to two short extension requests per year of study are automatically approved and do not require additional consideration.
- 16.2 All other requests are reviewed by the Consideration of Personal Circumstances Contact (CPCC) or their nominee in the School.
- 16.3 The CPCC may request additional evidence or have a discussion with the student as part of their review, particularly in relation to variation to study rate and break in study requests.
- 16.4 The CPCC can decide an outcome for extension requests or to complete an assessment at the next available opportunity.
- 16.5 For variation to study rate or break in study requests the CPCC will make a recommendation to the Executive Dean (or nominee) for approval.
- 16.6 When reviewing a request the CPCC will consider:
- any prior requests in the same study year;
 - the nature of the circumstances and possible impact;
 - any missed learning;
 - the impact on any future assessments;
 - implications for progression or graduation;
 - the final deadline for coursework to be submitted and still be considered at the Board of Examiners.
- 16.7 The CPCC may decide that a student would benefit from further or specialist support. The CPCC is responsible for signposting the student to the appropriate source of support and facilitating access via the Course Leader or Personal Tutor if needed.
- 16.8 Some students who submit a consideration of personal circumstances request may disclose a wellbeing risk to themselves or others. In such cases, the CPCC is responsible for alerting the course leader who will make a [wellbeing referral](#) to ensure this is dealt with correctly. Based on the nature of the risk indicated, such a referral may not require the consent of the student.
- 16.9 Repeated requests of a similar nature or for the same circumstances may indicate a potential need for Individual Requirements to be put in place or for the Support to

Section 17A

Study policy to be used. The CPCC should refer the student to the course leader to facilitate this. The course leader should then, with the consent of the student, liaise with Student Services.

- 16.10 Where the CPCC is unable to determine an outcome on the basis of the circumstances and/or evidence, the submission will be referred to the Consideration of Personal Circumstances Panel.
- 16.11 The School Administration Team will notify the student and the Consideration of Personal Circumstances Panel (where applicable) of the outcome normally within **seven calendar days** of submission. These timescales may be extended for variation to rate of study or break in study requests to allow time for appropriate discussions to take place.
- 16.12 Where a student is completing a course or module which is jointly delivered by more than one School, a lead School is identified to consider the request. The partner School must be kept informed of the outcome.

Consideration of Personal Circumstances Panel

- 16.13 Each School has a Consideration of Personal Circumstances Panel (CPCP) which oversees implementation of this policy.
- 16.14 The CPCP meets on a frequency determined by the School.
- 16.15 The role of the CPCP is primarily to make decisions on cases referred to them by the CPCC.
- 16.16 The CPCP reviews the request and associated evidence and decides on an outcome.
- 16.17 The CPCP also has a role to:
- maintain oversight of all decisions made by CPCCs and Executive Deans, identify any trends across the School, record and track actions, and ensure good practice is identified and shared.
 - report outcomes to the Board of Examiners and identify any individual cases that might require further discussion by the Board.
 - report annually to the School Academic Standards and Quality Committee and Academic Registry on the implementation of this policy.
 - minute all CPCP meetings, recording all relevant discussion and actions.

Section 17A

17. Appendix 4: Board of Examiners

The Chair of the Board of Examiners receives a report of all outcomes of consideration of personal circumstances. The Board of Examiners considers all matters referred to it by the CPCP.

17.1 The Board of Examiners receives the following reports from the CPCP:

- a. A list of students whose consideration of personal circumstances were **not approved** and in which categories;
- b. A list of students whose consideration of personal circumstances were **approved** and in which categories; and
- c. Individual cases where discussion or ratification by the Board of Examiners is required.

17.2 The Board of Examiners considers these reports as part of the overall academic decision-making process relating to the performance and progress of students concerned.

17.3 The specific details of individual cases will remain confidential unless the Board of Examiners require this information to make appropriate decisions. In such cases the Chair of the CPCP will brief the Chair of the Board of Examiners.

Section 17A

Policy owner
Academic Registry

Change history			
<i>Version:</i>	<i>Approval date:</i>	<i>Implementation date:</i>	<i>Nature of significant revisions:</i>
Sept 2017	12.09.17	01.10.17	Full policy review. Changes include: <ul style="list-style-type: none"> • Option for self-certification for short term illness or injury (7 calendar days) • Alignment with Academic Appeals policy and process • Definition of extenuating circumstances updated to reflect significance of timing Clarification that NEC process can be used to address a material administrative error during an exam or mistake/irregularity in the conduct of an assessment
March 2018	17.04.18	06.03.18	Paragraph added regarding student disclosure to NECCs
Sept 2018	12.09.18	01.10.18	Minor updates
April 2019	17.04.19	17.04.19	Small amendment to principle in paragraph 8 to reflect existing practice
Sept 2019	11.09.19	01.10.19	Major updates including: <ul style="list-style-type: none"> • Information sharing between departments • Requirement for all submissions to be accompanied by supporting evidence • Staff responsibility for safeguarding and signposting to relevant services • Requests for individual requirements to be made through Student Support Services • Disclosure to School of circumstances affecting a student more broadly • Appendix 2 updated to include financial hardship Requirement for evidence to be contemporaneous with assessment
Sept 2020	16.09.20	01.10.20	Clarification regarding 2 nd extensions and additional NECs Appendix 2 updated to include childcare issues Appendix 5 added (temporary Covid-19 measure)
Oct 2020	20.10.20	21.10.20	Clarification of NEC outcome timeframe Removal of clause stating that self-certification is not accepted for coursework submissions Appendix 5 reworded to clarify meaning
Sept 2021	07.09.21	01.10.21	Minor clarification on the role of a third party and removal of appendix 5
Sept 2022		01.10.22	Minor amendments including change from working to calendar days, referring students who indicate a wellbeing risk and inclusion of NECC nominees. Allowing students to self-certify for a short extension of up to seven calendar days
Sept 2023	06.07.23	01.10.23	Updates on the use of Access Statements for NECs.
Sept 2024	19.09.24	01.10.24	Language and structure updated in line with the Review of Student Facing policies, including 'upheld' replaced with 'approved'. Examples of acceptable evidence also updated.

Section 17A

Sept 2025	15.05.2025	01.09.2025	Major policy amendments including: Title change Addition of automatic short extensions Integration of variation to study rate and break study supplements Information on reasonable adjustments to assessment dates, methods and arrangements
-----------	------------	------------	---

Equality Impact Analysis		
<i>Version:</i>	<i>EA date:</i>	<i>Completed by:</i>
Sept 2015	09.02.16	CADQ
Sept 2016	01.09.16	CADQ
Sept 2017	01.09.17	Academic Registry