

A Guide to Extenuating Circumstances

What is an Extenuating Circumstance?

The Extenuating Circumstance process can be used when a life event that has seriously affected your ability to complete and submit your academic work. The university may then defer that piece (or pieces) of work to the summer referral/deferral period.

An EC is only applicable for the non-submission of coursework, or an exam you have not taken.

There is a criteria that has to be met for the EC to be accepted:

- Timely – The circumstances occurred in close proximity to the assessment event
- Severe – The circumstance is very serious and has significantly impacted on your ability to complete an assessment
- Acute – It has happened suddenly (not an ongoing issue)
- Unexpected – It is an unplanned circumstance that could not have been foreseen

There are other initial action steps you can take if you need a little more time to complete the assessment.

Initial Action:

If you need a little extra time to complete an assignment (please note that mismanagement of your time is unlikely to be accepted). You can speak with your module leader about one of the below options:

- Receiving an extension on the deadline. You can be given up to a 15 working day extension, though this is at the discretion of your module leader. This needs to be agreed before the deadline.
- Ask for an alternative assessment. If you are having difficulties with the style of the assessment you can ask for an alternative assessment. This is at the discretion of your module/programme leader and must be agreed at least two weeks before the assessment deadline.

If you are unsure what you can do or what you may need contact your module leader as soon as you can.

Extenuating Circumstances Process:

The EC process can only be used where an assignment has not be submitted or undertaken if it is an exam.

You have **five working days from the date of the affected** assessment to submit the EC form with evidence to support the submission.

There is a criteria that has to be met for the EC to be accepted:

- Timely – The circumstances occurred in close proximity to the assessment event
- Severe – The circumstance is very serious and has significantly impacted on your ability to complete an assessment
- Acute – It has happened suddenly (not an ongoing issue)
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This means that an EC will not be accepted for situation such as having a cold or general illness. The EC process should not be used where there is a long term issue, unless there is a change in the condition which has been unexpected.

If you are submitting your EC after the five working day deadline your EC submission will be **considered late**. If this is the situation you will have to evidence why you have not been able to submit your EC in the timeframe. This will also need to be supported by evidence.

It is important to know that a late EC will not be considered after the EC panel have met.

If your EC is accepted you will be given a deferral to the summer referral/deferral period. A deferral means that the new attempt at the piece of work will be considered your first attempt, with the marks uncapped.

If your **EC is not accepted** the work will be classed as a fail through non-attempt. In this situation if you have a referral opportunity then this will be given to you. A referral is a second attempt at the assessment, this will be undertaken during the summer referral/deferral period, and your marks will be capped at the module pass mark.

Where to send your form:

EC forms can be found here: <https://www2.ljmu.ac.uk/student-administration/126416.htm> you will need your LJMU login details. Once the EC form is completed you need to send the form to one of the Student Administration Centres, information can be found at the same link.

Exams:

If you are unable to sit an exam you can use the Extenuating Circumstances Process described above.

It is important to note that by attending an exam you are declaring yourself '**fit to attempt**' this means that you would not be able to use the EC process if you feel that something had affected you during the exam.

If a situation happened during your exam you would be able to submit a **Special Mitigation form**. If a situation arises during the exam, such as suddenly falling ill, let an invigilator know as soon as possible. The **special mitigation form also has a five working day deadline** for submission from the day of the affected exam. Evidence will also need to be provided, this could be a doctor's note if you have fallen ill during the exam.

If your **Special mitigation is accepted** you will either have your work marked with the disruption in mind or you may be given a deferral opportunity.

If your **Special mitigation is not accepted** your work will be marked, and if you have not passed a referral may be given.

Where to send your form:

Special mitigation forms can be found here: <https://www2.ljmu.ac.uk/student-administration/126416.htm> you will need your LJMU login details. Once the Special mitigation form is completed you need to send the form to one of the Student Administration Centres, information can be found at the same link.

Deferred Consideration:

This can be used when you have a known about event, which cannot be moved, such as Jury service that will affect an assessment. This cannot be used for holidays booked during an assessment period – check the university academic calendar for when assessment periods are and university holidays.

The form is the same as the EC process, and you will need evidence that the event cannot be moved.

If your **DC is accepted** you will be deferred until the summer referral/deferral period, and this will be considered the same attempt as the attempt number you have deferred.

If your **DC is not accepted** you will be expected to undertake the assessment at the original time.