

# Guidance for Extensions and Extenuating/Mitigating Circumstances

**2024-25**

# Index

<b><u>1.</u></b>	<b><u>Purpose and Scope</u></b>	<b><u>2</u></b>
<b><u>2.</u></b>	<b><u>Definitions and key principles</u></b>	<b><u>2</u></b>
<b><u>3.</u></b>	<b><u>Processes</u></b>	<b><u>2</u></b>
	3.1 Extension requests	2
	3.2 Extenuating circumstances and Mitigating Circumstances requests	3
	3.3 Supporting evidence	4
	3.4 Late submission	4
	3.5 Extension and EC/MC Consideration Group (ECG)	4
<b><u>4.</u></b>	<b><u>Relevant policies and guidance</u></b>	<b><u>5</u></b>

# 1. Purpose and Scope

Occasionally, circumstances beyond students' control may affect their ability to submit work on time. In these cases, it is possible for students to request an extension of up to one week to a deadline.

If an extension of one week is not sufficient, students can make a claim for [extenuating circumstances for Wrexham University \(EC\)](#)<sup>1</sup> or [mitigating circumstances for University of Northampton \(MC\)](#).<sup>2</sup>

This document provides guidance to staff and students on:

- The grounds for extension, EC and MC requests
- The request and consideration process
- Implications for the student's course and progression
- The purpose and function of the Extension, EC and MC Consideration Group

# 2. Definitions and key principles

Students experiencing short-term serious problems beyond their control or ability to foresee, may be eligible to request a one-week extension, or to report extenuating/mitigating circumstances. This allows the student to submit at a later date for the full range of marks.

## Situations that may be considered valid circumstances for extensions and extenuating/mitigating circumstances

- Acute and unexpected illness
- Bereavement
- Illness of a close family member
- Unexpected caring responsibilities
- Major family crisis
- Severe disruption of personal life
- Jury service

## Situations that would NOT be considered valid circumstances for extensions and extenuating/mitigating circumstances

- Common cold symptoms lasting less than one week
- Clashing deadlines
- 'Normal' (i.e. not unexpected) work commitments
- Travel issues, e.g. traffic, cancelled trains, etc.
- Planned holidays or events
- Misreading or being unaware of timetables, submission information or deadlines
- Late enrolment
- IT issues, e.g. losing work that was not backed up elsewhere, frozen laptop, etc.
- Needing more time to improve the assignment
- Voluntary participation in an event
- Submitting in the wrong submission area

# 3. Processes

## 3.1 Extension requests

Students complete and upload the [Extension Request Form](#)<sup>3</sup> to SSP before the assessment deadline. **Supporting evidence is required.** Students are advised to contact their Module or Course Leader to discuss their circumstances before applying for an extension.

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<sup>1</sup> <https://www.bil.ac.uk/qem/section-3/>

<sup>2</sup> <https://www.bil.ac.uk/qem/section-3/>

<sup>3</sup> <https://www.bil.ac.uk/student-services/forms/>

**Please note:**

- Students must fill in one form for each item of assessment.
- Students granted a one-week extension will submit using the same assessment brief.
- Extensions are **not** available for exams, presentations or time-constrained assessments. Students may request postponing class presentations directly with the Module Leader, who will determine whether the ground/s are sufficient to reschedule the presentation.

**Extensions of more than one week**

*Wrexham University*

- The below is applicable only to students with a one-week extension already in place, due to a reasonable adjustment registered with the Disability and Wellbeing Team:  
In acute situations, a one-week extension may not be enough. In this case, an additional extension of one week (two weeks overall) may be granted. Students should contact the Academic Administration team again to discuss the reason for the additional extension. If reasonable, AA will advise the student to submit an additional extension request.

*University of Northampton*

- In some exceptional circumstances, when evidence is provided, an extension of 14 days can be provided. This is only available at the first opportunity and not at resit.

**Extensions for resits following failure at the first attempt**

*Wrexham University*

No extensions can be granted for resubmission/re-sit work.

*University of Northampton*

An extension of 7 days can be granted at the second opportunity. Students may also submit up to 7 days late without an approved extension. In both cases, the mark will be capped.

**Extensions following approved Extenuating/Mitigating Circumstances at the first attempt**

One-week extensions may be granted for assessments that were deferred at the first attempt due to approved Extenuating Circumstances/Mitigating Circumstances.

## **3.2 Extenuating circumstances and Mitigating Circumstances requests**

Students submit claims for Extenuating/Mitigating Circumstances directly to Wrexham University/University of Northampton within 15 working days of the date of assessment. Supporting evidence is required. If the claim or supporting evidence is submitted outside the 15 working day window, the student must show good reason for the lateness of the request.

Bloomsbury Institute is not directly involved in the EC/MC process. The Academic Administration team will be informed by the University when students have submitted an EC/MC application and the outcome of the application.

Approved extenuating circumstances and mitigating circumstances for **first sits** allow students to submit an assessment or sit an exam for the first time at a later date and receive an uncapped grade. The new deadline for this first-sit will be scheduled at the same time as the resit deadline for that module.

Approved extenuating circumstances and mitigating circumstances for **resits** allow students to submit an assessment or sit an exam for this resit at a later date. The resit grade will still be capped. The new deadline will be confirmed by the Assessments team.

A student who submits an assessment or attends an examination is normally considered to have declared themselves 'fit to sit'. Any subsequent claim that performance in that examination or in-class text was affected by illness will only be accepted in exceptional circumstances. A medical note should be submitted in support of a formal EC/MC claim. Wrexham University students must submit the claim

within 15 working days of the date of the examination/in class test. University of Northampton students must submit the claim within 7 working days of the examination/in class test.

**Please note:**

- When requesting an extension or EC/MC, students must please provide full details as to why the request is being made.
- Students with approved ECs/MCs submit their assessments using a new resubmission assessment brief (available on Canvas).
- Students with approved ECs/MCs submit their assessments for the resubmission deadline set up on Canvas.
- A standing grade of 3% is added on Canvas to reflect approved ECs.
- **Progression may be impacted for students that apply for ECs/MCs during term 3 of an accelerated or PG programme.** Such cases are reviewed by the Extension and EC/MC Consideration Group to determine the implications for the student. The outcome is communicated to the student.

### 3.3 Supporting evidence

Documentary evidence is not required for a short-term, self-managed exacerbation of a long-term condition that is already registered with Bloomsbury Institute, unless this occurs repeatedly, in which case students may be asked for additional evidence of engagement with appropriate services to manage the condition.

The following evidence can be provided in support of an extension, EC/MC request:

- Medical certificate or letter
- Evidence of a long-term disability or health condition – the same evidence can be used more than once, but must be attached to each request
- Legal or official documents
- Prescriptions
- Crime reference numbers
- Supporting statement from an academic tutor or member of Student Engagement Wellbeing and Success Team (SEWS)

The following evidence will **not** be accepted:

- Transport tickets or booking confirmations
- Private messages (e.g. WhatsApp)
- Photos or videos of injuries, medication without names or dates, COVID Lateral Flow tests
- Photos or videos of the student and/or friends and family in the hospital/at funerals

### 3.4 Late submission

Work can be submitted up to 7 calendar days (University of Northampton) / 5 working days (Wrexham University) late at both the first and second opportunity. The mark for the assessment will be capped at 40.

The late submission window is only open for one week from the original assessment deadline. It is not possible to submit late following an extended deadline; these submissions would not be accepted.

### 3.5 Extension and EC/MC Consideration Group (ECG)

The purpose of the ECG is **not** to approve or decline requests. Extension requests are considered by the Academic Administration Team, and EC/MC requests are considered by the validating partner.

The role of the ECG is to consider the implications of extensions that fall into the following categories:

- The extension is for longer than one week,
- The student is in term 3 of an accelerated programme,
- The student is in term 3 of a postgraduate programme, or
- Any other potential complication that may need to be considered.

Members of the ECG:

- Head of Student Lifecycle
- Assessment Manager
- Senior Academic Administrators
- Academic Administration Executive
- Disability and Wellbeing Manager

Academic Administration will provide the ECG with details of the extension via Microsoft Teams. The Group will consider the impact of the extension on the following:

- The date of the student's next Award/Progression Board,
- Future modules, course mapping and timetabling,
- Implications should the assessment not be submitted or if it receives a failing mark.

## 4. Relevant policies and guidance

[Academic Regulations \(Wrexham University\)](#)

[Academic Regulations for continuing students \(University of Northampton\)](#)

[Assessment Procedures – Wrexham University Validated Degrees](#)

[Assessment Procedures – University of Northampton Validated Degrees](#)

[Extenuating Circumstances Procedure \(Wrexham University\)](#)

[Mitigating Circumstances Policy and Procedures \(University of Northampton\)](#)

[Evidential Requirements Guidance – Wrexham University Validated Degrees](#)