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| <b>Document Name and Version</b>    | 3.7 Policy and Procedure for Mitigating Circumstances. |
| <b>Policy Number</b>                | 3.7  |
| <b>Approval Body</b>                | Academic Council                                       |
| <b>Date of Approval</b>             | 27 <sup>th</sup> November 2018                         |
| <b>Date of Implementation</b>       | 20 <sup>th</sup> December 2018                         |
| <b>Date Policy Comes into Force</b> | 1 <sup>st</sup> September 2019                         |
| <b>Date of Review</b>               | 2022   |

## **1. Preamble.**

- 1.1. Learners are expected to meet the academic demands of their chosen programme. However, they may experience a range of serious difficulties which adversely affect their ability to complete assessments and/or attend their required classes and other learning activities.
- 1.2. This Policy on Mitigating Circumstances provides a framework through which these difficulties may be taken into account in a fair and equitable manner.
- 1.3. This Policy maintains IICP College's commitment to making appropriate provisions for learners who may need special consideration in assessment while maintaining rigour and fairness in assessments.

## **2. Scope.**

- 2.1. This policy applies to all programmes in IICP College.
- 2.2. Learners may utilise this policy to request special consideration in assessments, in deferrals and in withdrawals.
- 2.3. This policy should be read in conjunction with related IICP College Policies:
  - Policy and Procedure on Fees.
  - Policy and Procedure on Examination Boards.
  - Policy and Procedure on Programme Withdrawal.
  - Policy and Procedure on Programme Deferral.

## **3. Purpose.**

- 3.1. The purpose of this policy is to allow consideration of special circumstances in a fair and equitable manner across all Programmes in the College.

#### **4. Principles.**

4.1. The principle guiding this policy is that IICP College is fair, reasonable, explicit and transparent about the manner in which it takes into account mitigating circumstances.

4.2. Mitigating Circumstances are serious circumstances beyond the control of a learner which prevent them from meeting the requirements of their programme.

4.3. Nothing in this policy should prevent a lecturer responding appropriately to unforeseen or exceptional events other than those covered by this policy that impact on learner's performance in assessments. Consequently, in exceptional or unforeseen circumstances that impact on teaching, learning and/or assessments in particular modules, deadlines for specific cohorts of learners may be extended in the interests of fairness and rigour in assessments. This may occur, for example, where extreme weather events interrupt a class timetable.

4.4. Mitigating circumstances may include:

- Involvement in an accident;
- An illness or serious on-going medical condition;
- Ongoing life-threatening illness of a close significant person, such as a family member or partner;
- Bereavement of a close significant person;
- Pregnancy or having a baby during or within close proximity to your academic programme
- Acute or on-going serious personal/emotional circumstances.

#### **5. Policy.**

5.1. Learners are expected to advise the College of any circumstances that affect their programme of study.

5.2. Mitigating Circumstances Applications are treated confidentiality, and only those who need to know in order to fulfil College regulations and responsibilities have access to the learner's submission.

5.3. All applications for Mitigating Circumstances must be submitted as close as possible to the time the circumstances occurred.

5.4. Mitigating Circumstances Applications are dealt with at the lowest possible level in order to facilitate the learner to manage their particular circumstances with the least possible disruption to their studies.

5.5. Learners are required to identify the outcome they are requesting in order to assist them attend to the special circumstances.

5.5.1. In relation to Deferrals or Withdrawals, Mitigating Circumstances Applications may result in special consideration in relation to Fees.

5.5.2. In relation to Assessments, Mitigating Circumstances Applications may result in:

5.5.2.1. An extension of a deadline for a period of up to two weeks. This can be granted by the lecturer;

5.5.2.2. An extension of a deadline for a period of greater than two weeks. This can be provisionally granted by to the Head of Academic Studies, subject to confirmation by the Programme Examination Board, in order to allow the learner, complete the assessment;

5.5.2.3. A repeat of a module and/or an assessment without any deduction of marks. This can be granted by the Programme Examination Board.

5.5.3. In relation to Deferrals and Withdrawals, Mitigating Circumstances Applications are used to ensure that the College is fully appraised of the learner's situation when making decisions about their progression.

5.6. Assessments: Requests for extensions of deadlines.

5.6.1. It should be noted that all assessments to be presented to the next examination Board must be submitted by the **Programme Final Submission Date**. Any assessments submitted after the **Programme Final Submission Date** will not be

presented to the next examination board. Where an assessment is carried over to a subsequent examination board then the College will need to consider the currency of learning of the assessment.

5.6.2. Requests for extensions of deadlines should, where possible, be sought in advance of submission dates.

5.6.3. Where coursework is submitted after a submission date due to unanticipated circumstances, learners must present an explanation to the Lecturer, Programme Co-Ordinator or Programme Leader along with a Mitigating Circumstances Application. The Lecturer, Programme Co-Ordinator or Programme Leader may, at his or her discretion, retrospectively award an extension of up to two weeks in such cases.

5.6.4. A request for an extension of greater than two weeks must be made to the Head of Academic Studies. Learners must present a written and evidences (where required) using the Mitigating Circumstances Application form. An extension can be granted provisionally by the Head of Academic Studies. Any such application is considered by the Programme Examination Board who may confirm or change the decision.

5.6.5. A decision regarding extension of a submission date will be communicated to the learner as soon as possible after the request is received.

5.7. A request for any other remedy will be considered by the Programme Examination Board under IICP's Examination Board Policy.

## **6. Procedure.**

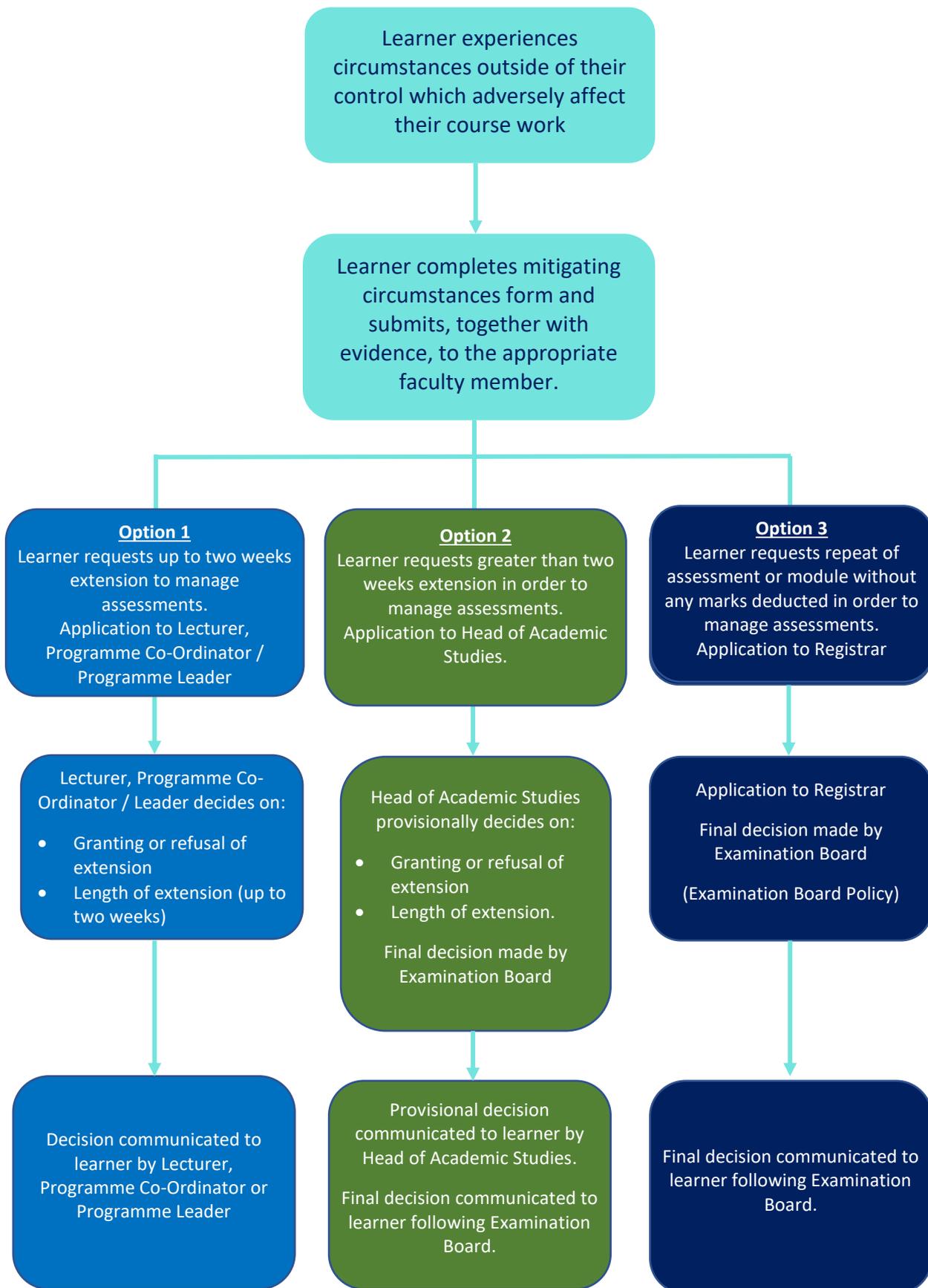
6.1. Learners seeking special consideration in relation to deferrals or withdrawals should submit the Mitigating Circumstances Form (in supporting documentation) to the Registrar, along with their application for deferral or withdrawal. Learners are referred to the Deferral policy and Withdrawal policy for details on these applications.

- 6.2. Learners seeking special consideration in relation to assessment must make a Mitigating Circumstances Application to the appropriate faculty member in writing using the standard form.
- 6.3. Learners must ensure that they are aware of IICP College's Policy on Late Submission of Coursework and on Mitigating Circumstances.
- 6.4. Applications for extension of deadlines up to two weeks can be dealt with by the Lecturer, Programme Co-Ordinator or Programme Leader.
- 6.5. In exceptional circumstances learners may need to seek a period of extension greater than two weeks. In such circumstances a provisional period of extension can be granted by the Head of Academic Studies. All such applications are considered by the Programme Examination Board who make the final decision. The outcome will be communicated to the learner with their examination results.
- 6.6. Where any other remedy is sought, then applications are considered by the Programme Examination Board and communicated to the learner with their examination results.
- 6.7. Learners should not that any assessments or Mitigating Circumstances applications submitted after the **Programme Final Submission Date** cannot be presented to the next Examination Board and will be brought forward to the subsequent Examination Board.
- 6.8. Learners are required to document in their submission form:
- 6.8.1. Nature of Extenuating Circumstances: This provides the learner with the opportunity to express the nature of their extenuating circumstances and (other than where the circumstances relate to pregnancy or proximity to the birth/ adoption of a child) impact these have had on their ability to fulfil assessment requirements.

6.8.2. Evidence supporting their application. Learners should provide, where possible, verifiable written confirmation that supports their application.

6.8.3. The Programme Co-Ordinator, Programme Leader, the Head of Academic Studies and the Programme Examination Board reserve the right to verify and seek further details relating to the application and/or to reject any application.

**Figure 1. Summary of Procedure:**



## 7. Supporting documentation.

### 7.1. IICP College Form for applying for Mitigating Circumstances

|                            |
|----------------------------|
| <b>A. Personal Details</b> |
| Full Name:                 |
| Learner No:                |
| Stage in Programme:        |

|   |
|---|
| <b>B. Nature of Mitigating Circumstances</b>  |
| <b>Please describe the nature the circumstances (Note: Where the circumstances relate to pregnancy or proximity to the birth/ adoption of your child then you do not need to fill in the rest of the questions in B)</b>  |
| <br>  |
| <b>Please indicate the impact of these special circumstances to your work and attendance on the programme</b>   |
| <br>  |
| <b>Please describe the evidence you are submitting in support of your application</b>   |
| <br>  |
| <b>C. Requested Action</b>  |
| Please identify the requested action, which will enable you to attend to the special circumstances.   |
| <ul style="list-style-type: none"><li>• I wish to have a deadline extended by up to two weeks. <input type="checkbox"/></li><li>• I wish to have a deadline extended by greater than two weeks <input type="checkbox"/></li><li>• I wish to have components of the module / programme assessed on a further occasion without deduction of marks from assessment results <input type="checkbox"/></li><li>• Deferral: I wish to be excused from the module / programme for a specified period of time without deduction of marks from assessment results. (Please state exact dates required, where possible) <input type="checkbox"/><br/>_____</li></ul> |

