

## EXTENSIONS, DEFERRALS AND



require a longer extension should apply for a deferral instead (see “Section B: Deferrals”).)

- 3.2 For the avoidance of doubt, extensions may only be requested for coursework or other submitted assessments. Extensions cannot be granted for examinations (written or oral assessments sat under timed conditions) or presentations
- 3.3 Extensions for courseworks which form part of a multi-part assessment alongside an oral examination (e.g., a viva) will not normally be granted.
- 3.4 Applications for extensions must be received in advance of the assessment deadline. Students who submit their applications at least three working days prior to the deadline will receive a decision by the deadline date. Applications submitted later than three working days will be considered as soon as possible, however the decision may not be always be communicated to the student by the deadline date. Students may

accepted and the student will be deemed absent from the assessment and will receive a mark of zero.

\* Includes weekends and Bank Holidays

- 3.9 Late submission of resit assessments where the resit mark is capped, or where an assessment is graded as Pass/Fail, will be treated as a non-submission and given a mark of zero.

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- 5 Where a student is unable to attend an assessment due to illness or other valid cause (i.e., “mitigating circumstances”, or where their performance has been impaired due to a procedural defect in the conduct of an assessment, the student may apply for a concession by submitting the appropriate application form for their programme. Concession application forms can be found under the “Student Support for Assessments” organisation on Elite (<https://elite.law.ac.uk>).
- 5.1 Mitigating Circumstances are designed to deal with acute (i.e., short term) problems or conditions, whilst more chronic long term cases should be dealt with through reasonable adjustments agreed in advance with the University’s Disability Support and Inclusion Service.
- 5.2 Applications for Concessions must be submitted within seven calendar days from the date of the assessment . Applications received after seven days will be considered only if there are exceptional circumstances and the student gives a satisfactory explanation for the delay.
- 5.3 Students may submit a concession application in the following situations:
- x they were absent from an assessment due to mitigating circumstances;
  - x they were affected by a mitigating circumstance which arose or occurred during an examination, and which caused them to leave that assessment before the end, having not completed it;
  - x following an assessment, the student feels that, due to mitigating circumstances, they were unable to make a rational decision at the time of the assessment whether they were fit , and therefore made a wrong decision to undertake it;
  - x the student believes that their performance was impaired due to a procedural defect in the conduct of the assessment.
- 5.4 An application for Mitigating Circumstances will be considered by the University’s Mitigating Circumstances Panel with the following potential outcomes should the application be successful:

Category	Outcome if the concession is accepted by the Panel
Absent from assessment or non-submission	Student allowed an additional opportunity to attempt the assessment at the same stage. For example, if the student was due to sit their assessment as a first attempt (i.e, “1a”) and were absent, then they will be allowed to resit the assessment as an additional first attempt (i.e., “1b”). Likewise, a second attempt assessment will





- a) a recent bereavement of a close family member or friend;
- b) difficulties relating to care responsibilities which could not be mitigated;
- c) being the victim of, or witness to, a crime;
- d) legal proceedings which cannot be deferred such as jury service or court proceedings, and
- e) major travel disruption (e.g., rail strikes resulting in cancellation of services).

5.8 The following scenarios would not usually be recognised as a mitigating circumstance:

- x minor ailments including: coughs, colds, mild headaches;
- x alleged medical conditions without appropriate evidence or detailed subsequent evidence;
- x self-induced conditions such as intoxication or hangover;
- x routine stress associated with assessment or employment;
- x poor time management or poor personal organisation;
- x minor travel disruption (e.g., minor train delays, routine traffic delays);
- x personal disruptions or events which could have been anticipated; such as holidays, weddings, changing address or employment, religious holidays or festivals which are usually known in advance.

Falling ill during an exam



inability to make a rational decision due to mitigating circumstances. In this situation, students are required to explain in their concession application why the mitigating circumstances meant that they were unable to recognise or determine their own ill health at the time of the assessment i.e., make a rational decision.

- 5.11 When considering a concession application on these grounds, a Board of Examiners will consider:
- a) if the event or situation can be recognised as a mitigating circumstance
  - b) if the mitigating circumstance would result in an inability to make a rational decision
- 5.12 For both questions appropriate evidence must be submitted to support the application.

Submitting a concession application on the grounds of a Procedural Defect

- 5.13 This category should be used where a student wishes to explain how an issue with conduct of an assessment had a negative impact on their performance.

Procedural defects are external factors that occur during an assessment that generally affect more than one student.

Example of procedural defects include:

- x Evacuation of an examination venue due to a fire alarm
- x A very hot or very cold examination room
- x Excessive noise (not a single short instance or the usual noise associated with a city centre location).
- x A computer malfunction (if you use a computer supplied by the University for your assessment)
- x A printing or other error on the assessment question paper (note that you should complete the assessment to the best of your ability and raise the issue after the end of the assessment)

Illness, transport problems, teaching quality, or neglecting to apply for special facilities in time are





- 5.23 Additional requirements regarding evidence to support a concession:
- a) The evidence must be from an independent, authoritative, source, such as doctor or other licensed and recognised medical practitioner whom the student is currently being treated by.
  - b) The evidence needs to match the circumstances.
  - c) The evidence must match the date (s) of the circumstances.
  - d) The evidence must be new and cannot be used on subsequent forms.
  - e) Evidence provided in a language other than English must be accompanied by an independent professional translation.
- 5.24 Concession applications are treated as confidential, and any information submitted will be used only to determine the validity of the claim.

## Section D: Appeals and Support

### Appealing an Extension, Deferral or Concession Decision

- 6.1 If a student wishes to appeal a decision of an extension, deferral or concession application outcome, then they may appeal to the Examination and Award Board using the University's Academic Reviews and Appeal Policy available at <https://www.law.ac.uk/policies/>
- 6.2 The University has separate procedures for dealing with academic appeals and reviews, student complaints and concerns raised by a member of the student population, prospective students, or other affected stakeholders.

### Support

- 6.3 Staff cannot advise students on whether to attend / submit an assessment or on the likely outcome of an extension, deferral or concession application, however, staff may signpost students to wellbeing and support staff who may be best placed to provide other support.

### Responsibility for the provision

- 7 Responsibility for the effective implementation of the Extensions, Deferrals and Mitigating Circumstances Policy lies respectively with the Academic Registrar.

### Glossary

Authoritative source	A trained and registered professional who is independent from the student submitting a
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Extensions, Deferrals and  
Mitigating Circumstances Policy



	concession application and independent from the University.
Mitigating Circumstance	A mitigating