UCL Academic Manual 2017-18

Chapter 4: Assessment Framework for Taught Programmes

Section 6: Extenuating Circumstances 2017-18

For students in the Late Summer Assessment Period 2017-18.

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6 Extenuating Circumstances

The Extenuating Circumstances regulations define how UCL can support students who experience sudden, unexpected difficulties which *may* affect their performance at assessment.

6.1 Overarching Principles

Principle 23: Students *must* notify UCL of any circumstances which are sudden, unexpected, significantly disruptive and beyond the student's control and which may affect their performance at assessment, such as a serious illness or the death of a close relative.

Principle 24: UCL *should* ensure that alternative arrangements are put in place for such students, such as an extension or Deferral of assessment to a later date.

6.2 Student Guide to Applying for Extenuating Circumstances

Step 1:
Check whether your circumstances are covered by these procedures – we may be able to support you better through Reasonable Adjustments, Special Examination Arrangements or an Interruption of Study.

Step 2:
Complete an **Extenuating Circumstances Form** and **obtain supporting evidence** from a doctor or other appropriate authority.

Step 3:
Submit your form and evidence to your home Department/ Faculty office within one week of the circumstance taking place.
The receiving office will forward your form and evidence, confidentially, to the appropriate person:

Requests for extensions of up to one week can be approved by your Programme Leader, Departmental Tutor or Exam Board Chair who will try to respond to your request as soon as possible.

Your Faculty or Departmental EC Panel will consider:

- Coursework extensions of **more than one week**
- Condoned late submission of coursework
- Alternative methods of assessment
- Deferral of assessment to the next occasion
- Exclusion of the affected component/ module from Completion, Progression, Award or Classification decisions

Your request will be considered at the next meeting of the EC Panel, or by Chair's Action if your deadline is imminent. The panel will contact you with the outcome of your request within one week of the meeting.

6.3 Scope & Definitions

1. The Extenuating Circumstances (EC) regulations apply to the summative assessment of all UCL taught students and to postgraduate research students undertaking taught components/ modules.
2. Extenuating Circumstances are defined as circumstances which are sudden, unexpected, significantly disruptive and beyond the student's control and which *may* affect their performance at assessment, such as a serious illness or the death of a close relative. Further guidance about the types of circumstances which are generally considered to be extenuating can be found in Annex 4.1.1: Grounds for Extenuating Circumstances.

Information for Students

3. Departments *must* ensure that information about procedures, forms, evidence and deadlines for submission are published in the Student Handbook or equivalent from the start of the academic year and in the information provided for students about their assessment (see Section 2: Assessment Information).

Authorised Absence for Students on a Tier 4 Visa

4. These regulations seek to ensure that a student's performance is not adversely impacted by an EC at assessment. **In addition**, any student who is studying at UCL on a Tier 4 visa and who is absent from UCL *must* obtain authorisation under the procedures set out in Chapter 1, Section 4.4: Authorised Absence for Students on a Tier 4 Visa.

Intercollegiate and Affiliate Students

5. Incoming intercollegiate and affiliate students *may* use these UCL procedures for a coursework extension. For any other form of mitigation, such students are normally subject to the procedures at their home institution.
6. UCL students studying modules at other colleges are subject to these UCL procedures, although the receiving institution *may* provide some forms of mitigation, such as an extension, in consultation with the relevant UCL EC Panel. Students *should* ensure that their request makes clear that mitigation is being sought for an intercollegiate module and appropriate mitigation should be agreed with the receiving institution.

ECs 'Banked' from Previous Years

7. Students with ECs 'banked' under the previous UCL EC regulations (i.e. students who submitted an EC in 2014-15 or earlier) *should* still have these circumstances taken into consideration by the Programme Board of Examiners. Any new requests made by such students will only be considered under the regulations herein i.e. no further ECs can be 'banked'.

Multiple Requests for the Same Condition

8. Where a student submits repeat requests for the same condition, the Faculty/ Departmental EC Panel *may* use its discretion to continue to accept the requests or to reject a request and instead require the student to apply for Reasonable Adjustments – see Section 5. Where the EC Panel feels that this is necessary, the normal course of action is to accept the EC request in hand but warn the student that further requests for the same condition are unlikely to be permitted.

Group Work

9. Where a student is affected by ECs and is working in a group, the EC Panel or Programme Team *should* use their discretion to consider the impact on other students in the group, for example if the EC prevents the group from meeting a deadline or from completing the required work.

6.4 Support Available to Students

1. The Extenuating Circumstances regulations cover two main procedures:

a) A Programme Leader, Departmental Tutor or Exam Board Chair *may* approve a coursework extension of up to one week – see Section 6.8 below.
b) The Faculty or Departmental Extenuating Circumstances Panel *may* approve the following forms of mitigation - see Section 6.9 below:
   - A coursework extension of more than one week
   - Condoned late submission of coursework
   - An alternative method of assessment (approved by the External Examiner)
   - Deferral of assessment to the next occasion
   - Exclusion of the affected component/ module from Completion, Progression, Award or Classification decisions, up to a maximum of 30 credits in each year of study.

2. There are a number of other ways in which UCL can support students, including:

Special Examination Arrangements

3. Students *may* also apply for Special Examination Arrangements (SEAs) via a **separate online application process**. SEAs are adjustments to central or departmental written examinations which can be made as a form of Reasonable Adjustment for students with a disability or long-term condition **or** as a form of mitigation for students with shorter-term Extenuating Circumstances - see Section 4.3: Special Examination Arrangements.

Interruption of Study

4. Where a student is affected by adverse circumstances for an extended period of time they *may* decide to apply for an Interruption of Study - see Chapter 1, Section 4.6 Interruption of Study.

Support to Study Policy and Fitness to Study Procedure

5. Where a student's physical or mental health gives rise to concerns about their fitness to study, their capacity to engage with their studies and/ or their behaviour in relation to the UCL community as a whole, the Support to Study Policy and Fitness to Study Procedure *may* apply - see Chapter 1, Section 10.1: Support to Study and Chapter 1, Section 10.2: Fitness to Study Procedure.

Reasonable Adjustments

6. Students with a disability or ongoing medical or mental health condition *should* ensure that they apply for Reasonable Adjustments as this allows UCL to support them throughout their learning and assessment - see Section 5: Reasonable Adjustments.

6.5 Longer-term Conditions

1. Ongoing medical or mental health conditions are not usually considered to fall within the definition of ECs because UCL supports the student through Reasonable Adjustments (see Section 5). However there *may* be times when a student with a disability or ongoing medical or mental health condition needs to use the Extenuating Circumstances procedures if they feel they need a one-off coursework extension, a Deferral of assessment or some other form of shorter-term help. Examples include, but are not limited to:
   a) An acute episode or crisis
   b) A serious worsening of their condition
   c) A mental health problem which may fluctuate unpredictably
   d) An acute flare-up of a mental health or medical condition due to increased exam stress
   e) A new condition
   f) Circumstances where there may be insufficient time to put Reasonable Adjustments in place
   g) A severe long-term illness which can only be addressed by an extension, Deferral or other form of one-off mitigation.
2. Longer-term medical or mental health conditions can fall between the definition of a 'disability' and an 'Extenuating Circumstance'. In such cases it *may* be appropriate to support the student through a combination of **both** Reasonable Adjustments and Extenuating Circumstances. The options in Section 6.4 above - such as Interruption of Study, Special Examination Arrangements and Fitness to Study - *should* also be considered. The principal aim *should* be to draw up a support package which provides the best level of care for the student concerned

but which also ensures that arrangements uphold the academic standards of UCL and do not unfairly advantage or disadvantage any student over another.

3. If a student has questions about a longer-term condition or is unsure of which procedure to use, they *should* contact their Personal Tutor, Programme Leader, departmental administrator, Student Disability Services or Student Psychological Services who can help the student to assess the options open to them and provide assistance in completing the relevant forms.

Extensions

4. There *may* be times when SDS recommends that a student with a disability or long-term condition needs regular extensions to coursework deadlines. If this is considered to be an appropriate adjustment for the student, this *should* be explicitly stated in the Summary of Reasonable Adjustments (SORA). Such students do not need to submit a separate EC Form for each assessment - see Section 5.12: Extensions as a Form of Reasonable Adjustment for further details.
5. If extensions are not explicitly included in a student's SORA then the same regulations around extensions apply to that student as to all other students i.e. they are subject to these Extenuating Circumstances regulations.

6.6 Confidentiality

1. Any information relating to a student's EC *must* be treated confidentially. This means that sensitive information *should* only be accessible to the relevant Programme Leader/ Departmental Tutor/ Chair of Board of Examiners and the members and secretary of the home Faculty or Departmental EC Panel.
2. Communications to any other parties *must* only describe the form of mitigation which has been agreed and *must not* disclose any details of the circumstance itself. To facilitate this, the EC Form is divided into four sections:
    - Part 1: Student Details
    - Part 2: Details of the EC
    - Part 3: Supporting Evidence
    - Part 4: Decision
3. The person or body responsible for approving the request *must* ensure that only Parts 1 and 4 are included in communications to the teaching Department/College, UCL Student Records (where applicable) or any other body which needs to know about the mitigation required.
4. Once approved, the full EC Form (Parts 1 to 4 inclusive) *should* be sent to the secretary of the home Faculty or Departmental Extenuating Circumstances Panel for secure and confidential record-keeping.
5. If a student is concerned about disclosing particularly sensitive circumstances to a Departmental EC Panel or their Programme Leader/ Departmental Tutor/ Chair of Board of Examiners, they *may* ask that their request is considered by the Faculty Extenuating Circumstances Panel.

6.7 Evidence

1. All EC requests *must* be supported by written evidence from an appropriate, independent authority such as:
    a) A registered medical practitioner (i.e. listed in the GMC's List of Registered Medical Practitioners)
    b) A solicitor
    c) An undertaker or coroner
    d) A registrar of births, marriages and deaths
    e) A police or fire officer
    f) A court or tribunal officer
2. Evidence *must* cover the full period for which the student is requesting mitigation.
3. Evidence *must* be provided in English or accompanied by a translation formally notarised by a solicitor.
4. UCL recognises that it can be very difficult to be asked for 'evidence' in the case of very sensitive circumstances such as the death of a close relative or sexual assault, or in the case

of sudden short term severe illnesses such as food poisoning. In such cases, the Faculty EC Panel *may* exercise its discretion to suspend the need for formal evidence (this cannot be delegated to a Departmental EC Panel or Programme Leader/ Departmental Tutor/ BoE Chair). However the Faculty EC Panel retains the right to require the student to submit formal evidence to support their request.

Students with Reasonable Adjustments

5. Where a student is already in touch with Student Disability Services or Student Psychological Services, their Summary of Reasonable Adjustments (SORA) *may* be used as supporting evidence.

Late Evidence

6. If a student is unable to obtain the necessary evidence within the deadlines stated herein they *should* still submit their form on time and indicate that their evidence is to follow. However, a decision cannot be made until evidence is received.

6.8 Extensions of Up to One Week

1. A Programme Leader (or equivalent), Departmental Tutor or Exam Board Chair *may* approve a coursework extension of **up to one week**.
2. Other members of staff are not able to approve an extension.
3. Where a student with a disability or long-term condition needs regular extensions to coursework deadlines this *should* be explicitly stated in the Summary of Reasonable Adjustments (SORA). Such students do not need to submit a separate EC Form for each assessment. If extensions are not explicitly included in a student's SORA the student will need to complete an EC Form according to these procedures.

How to Apply

4. Students *should* submit an EC Form, together with appropriate supporting evidence as described in Section 6.7 above, as soon as possible and **no more than one week after the Extenuating Circumstance has taken place**, **to their home Department/ Faculty office**. Student handbooks/ Moodle *should* include clear details of where to submit forms.
5. Where a student is unable to submit a request within these deadlines because the EC is still ongoing, they *should* refer to Section 6.11: Late EC Requests.
6. Students are responsible for submitting a request. If they are unable to make an application for themselves, their next of kin *may* submit a request on their behalf. A member of staff is not permitted to submit a request on a student's behalf. However where a student is severely affected by their condition, or having difficulties with the process, a tutor or other member of staff *may* assist the student in completing their form, or *may* refer the student to Student Support and Wellbeing, Student Disability Services or Student Psychological Services for assistance.
7. Where the request relates to a module taken outside of the student's home Faculty or Department, they *must* include the name of the teaching Department and clear information about the assessment concerned on their EC Form.

Approval

8. The receiving office *should* forward the request to the relevant member of staff as soon as possible.
9. The member of staff *should* consider the request and the evidence presented with reference to Annex 4.1.1: Grounds for Extenuating Circumstances and make a decision as to whether an extension can be granted.
10. **Where an extension is agreed**, the new deadline *must* be communicated to the student in writing as soon as possible.
11. Where a Programme Leader, Departmental Tutor or Chair of the Programme Board of Examiners approves a request, the new deadline *should* also be communicated to the teaching Department/ College.
12. **Where an extension is not granted**, the decision *must* be communicated to the student in writing as soon as possible. Such students retain the right to submit a request for other forms of mitigation for consideration by the Faculty/ Departmental EC Panel.

13. Communications *must* include only the form of mitigation which has been agreed (i.e. Parts 1 and 4 of the EC Form) and *should not* include details of the EC itself.

Record-keeping

14. Once a decision has been made, all completed request forms *should* be forwarded to the secretary of the relevant Faculty/ Departmental EC Panel for confidential and secure record-keeping.

6.9 Consideration by the EC Panel

Forms of Mitigation

1. The following forms of mitigation *must* be approved by the Faculty or Departmental Extenuating Circumstances Panel (see Section 6.13: Extenuating Circumstances Panels for terms of reference, constitution and membership):
   a) A coursework extension of more than one week
   b) Condoned late submission of coursework
   c) An alternative method of assessment (approved by the External Examiner)
   d) Deferral of assessment
   e) Exclusion of the affected component/ module from Completion, Progression, Award or Classification decisions, up to a maximum of 30 credits in each year of study.

How to Apply

2. Students *should* submit an EC Form, together with appropriate supporting evidence as described in Section 6.7 above, as soon as possible and **no more than one week after the Extenuating Circumstance has taken place, to their home Department/ Faculty office** - student handbooks/ Moodle *should* include clear details of where to submit forms.
3. Where a student is unable to submit a request within these deadlines because the EC is still ongoing, they *should* refer to Section 6.11: Late EC Requests.
4. Students are responsible for submitting a request. If they are unable to make an application for themselves, their next of kin *may* submit a request on their behalf. A member of staff is not permitted to submit a request on a student's behalf. However where a student is severely affected by their condition, or having difficulties with the process, a tutor or other member of staff *may* assist the student in completing their form, or *may* refer the student to Student Support and Wellbeing, Student Disability Services or Student Psychological Services for assistance.
5. Where the request relates to a module taken outside of the student's home Faculty or Department, they *must* include the name of the teaching Department and clear information about the assessment concerned on their EC Form.

Approval

6. The receiving office *should* forward the EC Form to the secretary of the relevant Faculty or Departmental EC Panel (see Annex 4.1.3: EC Panel Contact Details).
7. The EC Panel *should* consider the request and the evidence presented with reference to Annex 4.1.1: Grounds for Extenuating Circumstances and determine whether one of the following types of mitigation can be provided:
   a) To offer the student a specified extended deadline.
   b) To condone the late submission of coursework (late submission penalties suspended and full mark awarded).
   c) To offer the student a Deferral i.e. the opportunity to sit/ submit the assessment as if for the first time and without penalty at the next occasion, including where the student has already made an assessment attempt – see Section 6.10: Deferred Assessment for further details.
   d) Subject to consultation with the Programme Leader and approval by the External Examiner, to offer the student an alternative method of assessment which allows the student to demonstrate achievement of the same learning outcomes.
   e) To exclude the affected *component* from the Pass and/ or Completion requirements and/ or the module mark calculation, up to a maximum of 50% of a module, where Professional, Statutory and Regulatory Bodies permit.

f) To exclude the affected *module* from the Progression or Award Requirements, including any Pass and Completion requirements, up to a maximum of 30 credits in each year of study (or 30 credits in each *level* of study for part-time or flexible programmes), provided that:
   i. The student will still be able to meet the minimum credit requirements for the qualification, AND
   ii. Any Professional, Statutory and Regulatory Bodies permit such an exclusion.
g) To exclude the affected *module* from the Classification calculation, up to a maximum of 30 credits across the whole programme.

8. **For interdepartmental or intercollegiate modules**, the type of mitigation *should* also be discussed with the teaching Department/ College to ensure that the mitigation is possible within and appropriate to the curriculum. The details of the EC itself *should not* be disclosed.
9. **Where further evidence is required**, the student *should* be asked to provide the missing evidence within a further two weeks. Where no further evidence is received, the EC Panel *should* reject the request and notify the student in writing.

Communication of Outcomes

10. Students *should* be informed of the mitigation decision in writing within one week of the EC Panel meeting.
11. Within one week of the Panel meeting, the FECP/ DECP secretary *should* also communicate the mitigation decision for each affected module to:
    a) The relevant Programme Board of Examiners
    b) In the case of interdepartmental or intercollegiate modules, the relevant teaching Department or College
    c) If the student is granted a Deferral, UCL Student Records
    d) If an alternative method of assessment is recommended, UCL Examinations and the teaching Department
12. Communications *must* only include the form of mitigation which has been agreed (i.e. Parts 1 and 4 of the EC Form) and *should not* include details of the EC itself.

Programme Board of Examiners

13. The Programme Board of Examiners (BoE) is responsible for applying the FECP/ DECP's decision, recalculating any results, confirming module marks and determining whether the student *may* progress or graduate.
14. The BoE *should* receive only the mitigation decision (Parts 1 and 4 of the EC Form). Only the Chair and Secretary of the BoE *should* have access to the full EC Form (Parts 1 to 4 inclusive) in order to verify information.
15. In order to respect the sensitive nature of students' circumstances and to ensure that the academic standards of UCL are upheld, the BoE *must* ensure that:
    a) Only ECs validated by the Faculty/ Departmental EC Panel are received
    b) New cases are not raised at the meeting of the Board
    c) The nature or severity of the EC is not discussed
    d) Marks are not adjusted in any circumstances
    e) Students are not raised from a fail to a pass
16. Students *should* refer to Section 15: Award of Degrees for information about when they can expect to receive their formal results following the BoE meeting.

6.10 Deferred Assessment

6.10.1 Scope & Definitions

1. A **Deferral** is the opportunity to sit an assessment as if for the first time and without penalty as a form of mitigation for students with Extenuating Circumstances.
2. A Deferral *should* be undertaken **without tuition**.
3. A Deferral *may* be taken **with tuition** where a student:
   a) Has missed a large amount of teaching, AND/OR
   b) Has failed or failed to complete a large number of credits due to ECs, AND/OR
   c) Has ECs on a second attempt.

4. Where a student passes a Deferral of a **first attempt** the student *must* receive the full mark for all components and modules (marks *must not* be capped).
5. Where a student passes a Deferral of a **second attempt** (i.e. a Deferral of a Resit or Repeat), the module mark(s) *must* be capped at the Pass Mark (Section 3.8). Students should refer to Section 11: Consequences of Failure for full details of the regulations around Resits and Repeats.
6. Deferrals *must* be available to students at all levels of study, including finalists.
7. A Deferral *may* be offered to a student who has already made an assessment attempt. The mark from the original attempt will be disregarded and the student will be offered the opportunity to sit the assessment as if for the first time. The Progression and Award Requirements, including any rules around Condonement, *must not* be applied until the student has undertaken the Deferral.
8. Deferrals *may not* be possible for students who are unable to complete an Extra-Mural Study Abroad or Placement Year. Where such a Deferral is not possible, students must transfer to an equivalent programme without a Study Abroad or Placement requirement.
9. A Deferral *must* be completed within two years of initial registration on the module or, where a module is substituted, within two years of initial registration on the substituted module.
10. The Faculty/ Departmental EC Panel *must* communicate the decision to offer a Deferral, with or without tuition, to the Programme Board of Examiners.
11. The Programme Board of Examiners *must* implement the decision, confirm the date of the next assessment, and ensure that the student's Portico registration is amended.
12. Decisions relating to Deferred Assessments must be honoured regardless of any volume of credit failed and dealt with under the Consequences of Failure provisions. The number of deferred credits must not be added to failed credits when considering whether students should Resit or Repeat.

6.10.2 Deferral without Tuition

Timing of the Deferral

1. A **Deferral without Tuition** *should* take place within or before the Late Summer Assessment Period and before a student commences the next year of study.
2. **Up to a maximum of 30 credits**, a student with ECs extending beyond the Late Summer Assessment Period, *may* be permitted to commence the next year of study and to undertake a **Deferral without Tuition** in tandem. Such students *must* successfully pass the Deferral and meet the Progression requirements before they will be permitted to progress to any subsequent years of study or be considered for an Award.

Requirements and Entitlements

3. Students *should* be assessed in the module **component(s)** affected by the EC.
4. Students *should not* attend any additional lectures, seminars or other teaching activities. They *may* be offered, but are not automatically entitled to, additional tutorials or supervision.
5. Students *must not* be charged an additional fee for deferring the assessment.
6. Students *should* have access to UCL's facilities such as the library and other learning resources, although there *may* be limited availability of some resources during UCL vacation periods.
7. Students *must* be entitled to the Reasonable Adjustments provisions for students with disabilities and other long-term medical or mental health conditions.
8. Students *should* undertake the Deferral before they commence any Study Abroad Year or Placement Year.

Format of the Deferral

9. Students *must* be assessed under the syllabus and UCL Academic Manual which were in place for the original assessment.
10. Students *should* be assessed by the same method used for the original assessment (e.g. essay, exam, practical etc.). Where assessment by the same method is difficult or impossible, a Programme Board of Examiners *may* set a different method of assessment. The alternative method *must*:

a) Allow students to demonstrate achievement of the learning outcomes to the same extent as the original assessment, AND
b) Be approved by the External Examiner, preferably at the point of Programme and/ or Module Approval.

11. The Programme Board of Examiners *must* determine whether Deferral students will be assessed in the same task (e.g. an essay or dissertation topic) or whether a new task will be set (e.g. an examination paper). Any new assessment task *must*:
    a) Allow students to demonstrate achievement of the learning outcomes to the same extent as the original task, AND
    b) Be approved by the External Examiner, preferably at the same time as the original task/ paper.
12. Students *cannot* substitute a module with an alternative module because the Deferral includes no tuition.

6.10.3 Deferral with Tuition

Timing of the Deferral

1. A **Deferral with Tuition** *must* take place in the following academic session.
    a) **Up to a maximum of 30 credits**, a student *may* be permitted to progress and to undertake a **Deferral with Tuition** in tandem with the next year of study. Such students *must* successfully complete the Deferral and meet the Progression requirements before enrolling on any subsequent years of study or being considered for an Award.
    b) A student who is offered a **Deferral with Tuition in more than 30 credits** *must not* commence the next year of study until the Deferrals are complete.

Requirements and Entitlements

2. Students *should* be assessed in **all the components** of the affected module(s).
3. Students *must* re-enrol on the affected module(s) in the following academic session, attend all teaching activities and are entitled to the standard tuition and supervision provisions on the module(s).
4. Students *must not* be charged an additional fee for deferring the assessment except for any fees to be incurred in respect of additional tuition which *must* be charged pro-rata to the credit value of the modules.
5. Students *must* have full access to UCL's facilities such as the library and other learning resources.
6. Students *must* be entitled to the Reasonable Adjustments provisions for students with disabilities and other long-term medical or mental health conditions.
7. Students *must* meet UCL's minimum attendance requirements to be eligible for their deferred assessment attempt.
8. Students *should* undertake the Deferral before they commence any Study Abroad Year or Placement Year.

Format of the Deferral

9. The components and/ or syllabus of the affected module(s) *may* be different if the programme or module has changed between years of study. Students *must* be assessed in the components and syllabus of the new year.
10. The UCL Academic Manual *may* be different from one year of study to the next. Students *must* be assessed under the new Academic Manual.

Substitution of Modules

11. **Subject to approval by the Departmental Tutor**, a student *may* apply to substitute up to 30 credits of modules with one or more alternative modules in any one academic session, up to a maximum of 60 credits across the whole programme.
12. If a programme has changed between years of study, or a module will not be running, the Departmental Tutor *may* permit a student to substitute more than 30 credits per year, or more than 60 credits across the programme, with one or more alternative modules.

13. The substitute module(s) *must* satisfy the programme requirements in terms of credit-weighting and academic level. Students *must not* take modules from a subsequent year of study in advance.
14. The substitute module(s) *must* be treated as a Deferral attempt:
    a) Where a student passes a Deferral of a **first attempt** the student *must* receive the full mark for all components and modules (marks *must not* be capped).
    b) Where a student passes a Deferral of a **second attempt** (i.e. a Deferral of a Resit or Repeat), the module mark(s) *must* be capped at the Pass Mark (Section 3.8). Students *should* refer to Section 11: Consequences of Failure for full details of the regulations around Resits and Repeats.
15. All approved applications for substitutions *must* be submitted to UCL Student Records who will confirm that the substitutions are possible and amend the student's record.

6.10.4 Extenuating Circumstances on a Deferral Attempt

1. If a student experiences further Extenuating Circumstances on their Deferral attempt, they *must* submit a new EC Form.
2. Students *should*, however, be aware that multiple requests for the same Extenuating Circumstances *may* not be accepted if they do not meet the criteria of being sudden, unexpected and beyond the student's control. Where a student has a longer-term difficulty, they *must* contact Student Disability Services or Student Psychological Services as early as possible so that UCL can support them effectively throughout their studies via the provisions in Section 5: Reasonable Adjustments.

6.11 Late EC Requests

1. Where a student is unable to submit their EC Form within the specified deadline because the EC is still ongoing, and the Programme Board of Examiners **has not yet made a decision**, the person or body responsible for considering the request *may* use their discretion to consider the late request following the standard procedures outlined above.
2. Where a student is unable to submit their form within the specified deadline because the EC is still ongoing, and the Programme Board of Examiners **has already made a decision**, the student *may* be able to request a review of the Board's decision:
    a) Students *should* submit a request for review no more than two weeks after receiving their formal results. The student handbook/ Moodle page for each UCL programme *must* specify where student requests are to be submitted; requests for review *should* be submitted to the same location.
    b) The receiving office *should* forward the request to the FECP Chair who will review the case. This function *must not* be delegated to a Departmental EC Panel.
    c) Where the FECP Chair agrees that there are valid grounds for late submission of the request (i.e. it was impossible for the student to submit it on time and/ or before the Programme Board of Examiners) the FECP Chair *should* make a recommendation to UCL Academic Policy and Quality Assurance on behalf of the Vice-Provost (Education & Student Affairs).
    d) Where UCL Academic Policy and Quality Assurance accepts the request for review, it will overturn the original Programme Board of Examiners' decision and put a new one in its place. The FECP and Programme Board of Examiners *should* be notified as soon as possible. UCL Student Records *should* amend the student's record and issue the student with a new results notification.
    e) Where the FECP Chair or UCL Academic Policy and Quality Assurance rejects the request for review, they *should* notify the FECP as soon as possible. The FECP secretary *should* notify the student that their request has been rejected within one week of the decision being made.

6.12 Appealing an EC Decision

1. Students cannot contest the outcome of an EC request on the grounds of academic judgement. However if the student feels that there has been a procedural error in the handling

of their request, or that the type of mitigation offered is unsuitable, the student *may* request that the FECP Chair reviews the decision. This function *must not* be delegated to a Departmental EC Panel.

2. Requests for review *must* be submitted within two weeks of the extension or mitigation decision.
3. Student handbooks/ Moodle *should* include clear details of where to submit ECs; requests for review *should* be submitted to the same office.
4. The FECP Chair *should* consider the request and make one of the following decisions:
   a) To uphold the original decision, OR
   b) To retain the original decision but amend specific details such as length of extension, Deferral deadline etc., OR
   c) To make a new decision on the type of mitigation.
5. The FECP Chair *should* communicate their decision to the student in writing within one week of receiving the request. The FECP secretary *should* ensure that any new decision is communicated to the relevant parties as described in Section 6.9 above.
6. If, after the review, a student is still unhappy, they *may* be able to appeal the decision under the regulations set out in Chapter 1, Section 12: UCL Student Complaints Procedure.

6.13 Extenuating Circumstances Panels

6.13.1 Terms of Reference

1. Each Faculty *must* have a Faculty Extenuating Circumstances Panel (FECP).
2. The FECP has the following responsibilities:
   a) To make objective, impartial decisions about the validity of ECs submitted by students in the Faculty.
   b) To determine the most appropriate course of action for the circumstances in hand and make recommendations to the relevant Programme Board of Examiners.
   c) To ensure that all ECs are supported by appropriate evidence.
   d) To ensure that mitigation is only applied to the affected module(s).
   e) To ensure that mitigation is only applied once for each assessment.
   f) To ensure that ECs are processed within the timeframes stated above.
   g) To ensure that ECs remain confidential to the EC Panel and to the Chair and Secretary of the relevant Programme Board of Examiners.
   h) To ensure that all data relating to ECs are stored securely.
   i) To meet at the start of each academic year to discuss and agree the arrangements for the delegation of decision-making to any Departmental EC Panels.
   j) To report annually to the Academic Regulations and Quality Assurance Sub-committee on the efficacy of the EC regulations and on the profile of cases received.

Delegation of Authority to Departmental EC Panels

3. The FECP *may* delegate authority to consider ECs to a Departmental EC Panel (DECP). It is assumed that 'Department' also covers local variations like division, school, institute, life learning provider etc.
4. The FECP *must* determine the authority of any DECP under its responsibility. This *should* include:
   a) Determining which forms of mitigation and/ or which grounds for ECs *may* or *may not* be considered by a DECP
   b) Determining where cases *must* be referred up to the FECP
   c) Determining where DECP Chair's Action *may* be used
   d) Providing guidance on common forms of mitigation
   e) Providing guidance on the local processes for communication and record-keeping
   f) Publishing the panel arrangements in place within the Faculty, and ensuring that the contact details of the relevant FECP/ DECP secretaries are readily available to staff in other Faculties.
5. FECPs *should not* delegate decision-making to any person or body other than a DECP.
6. Annex 4.1.3: EC Panel Contact Details indicates the appropriate contact for each FECP and DECP.

Jurisdiction

7. Each student's 'home' Faculty is responsible for processing any ECs submitted by that student.
8. Where the student is registered on a combined honours or joint degree, one of the Faculties will be specified as the home Faculty, which will be responsible for processing the EC.
9. Where a student is registered on an interdepartmental module, the home FECP is responsible for processing the request, in consultation with the teaching Department.
10. Incoming intercollegiate and affiliate students *may* use these UCL procedures for a coursework extension. For any other form of mitigation, such students are normally subject to the procedures at their home institution.
11. UCL students studying modules at other colleges are subject to these UCL procedures, although the receiving institution *may* provide some forms of mitigation, such as an extension, in consultation with the relevant UCL EC Panel. Students *should* ensure that their request makes clear that mitigation is being sought for an intercollegiate module and appropriate mitigation *should* be agreed with the receiving institution.

Frequency

12. Each Faculty *should* determine how frequently the FECP/ DECP meets.

Chair's action

13. The Chair of the FECP is entitled to act on behalf of the Panel in respect of any matter delegated to them by the Panel, the Faculty Board of Examiners or UCL Education Committee. The FECP is responsible for determining where DECP Chair's Action *may* be used.

Virtual Meetings

14. To facilitate decision-making, FECPs and DECPs *may* meet 'virtually', where decisions are approved electronically and formally recorded by the EC Panel Secretary.

Confidentiality

15. All FECP and DECP members are responsible for preserving confidentiality in respect of the proceedings of the Panel.

Conflicts of Interest

16. FECP and DECP members who have a personal or professional conflict of interest with any student being considered at a particular meeting *must* withdraw from the meeting for discussions on that student.

6.13.2 Constitution and Membership

Faculty EC Panel

1. The FECP *should* be chaired by the Faculty Tutor.
2. A Deputy Chair *may* be nominated to stand in for the Chair where necessary.
3. In addition to the Chair and Deputy Chair, the FECP *must* include at least two members of senior Faculty staff such as Faculty Graduate Tutors, Programme Leaders, Departmental Tutors etc.
4. The FECP secretary *should* be a named member of staff from the Faculty administration team.

Departmental EC Panel

5. The DECP *should* be chaired by the Head of Department or the Departmental Tutor.
6. A Deputy Chair *may* be nominated to stand in for the Chair where necessary.
7. In addition to the Chair and Deputy Chair, the DECP *must* include at least two members of senior Departmental staff such as Programme Leaders, Departmental Tutors etc.
8. The DECP secretary *should* be a named member of staff from the Departmental administration team.

Quoracy

9. The minimum number of members permissible at a meeting of the FECP or DECP is three, including either the Chair or Deputy Chair.

External Examiners

10. External Examiners *should not* be invited to attend FECP/ DECP meetings.

Rotation of Membership

11. Where possible, the members of academic staff *should* change on an annual basis to ensure maximum sharing and awareness of the EC process across UCL.