



UCL Academic Manual 2015-16

School of Pharmacy Extenuating Circumstances 'Fit to Sit' – Student Guidance

The following guidance notes apply to students enrolled at the UCL School of Pharmacy. Students from other departments studying a module that is owned by the School of Pharmacy will be subject to these guidance notes for that module only. The guidance notes should be read in conjunction with the main UCL regulations in the UCL Academic Manual.

What are Extenuating Circumstances (ECs)?

These are exceptional, short-term events which are outside of your control and have a negative impact upon your ability to prepare for an assessment or take (sit) an assessment.

What type of events would be classed as Extenuating Circumstances?

A number of events could affect your performance, but most commonly these are short term illness, bereavement or significant personal problems.

What type of events would NOT be classed as Extenuating Circumstances?

Events which were not serious, foreseeable or avoidable with pre-planning such as minor ailments, holidays, transport problems, misreading the exam date or IT problems. Religious observance is not accepted as extenuating circumstances. For further guidance on students and religious belief, please refer to the UCL Religion, Belief and Equality Policy in the UCL Academic Manual.

What is the School's Policy?

The School has adopted a **Fit to Sit Policy** which means that if you sit an assessment you are declaring yourself well enough to do so. If you submit coursework or sit an examination you cannot later claim that your performance was affected by ECs. ***Therefore, if you feel that your circumstances are seriously affecting your ability to prepare for or sit an assessment; you should not take the assessment and submit an extenuating circumstances claim in line with the School Policy.***

What effect can Extenuating Circumstances have on my assessment performance?

ECs can impact on your assessment in two ways:

- Prevent you from submitting coursework by the deadline or attend examinations.
- Affect your ability to study in the lead up to an assessment.

What do I do if I think my performance is likely to be affected by ECs?

You must follow the procedure outlined in the EC policy on the School website. You can request one of the following options:

- An extension to a coursework/project deadline.

- A deferral of examinations/coursework until the next assessment opportunity.

What documentary evidence do I need?

The types of documentary evidence accepted are outlined in the EC Policy. All evidence must be original hard copies on headed paper and signed by the independent professional providing the document. Letters from family members, friends and academic staff will not be acceptable.

When must ECs be submitted by?

If extenuating circumstances occur **before** an assessment has taken place then the EC claim or Extension Request must be submitted at that time. If the extenuating circumstances occur **at the time of** the assessment then they should be submitted as follows:

- Coursework/Project within **7 working days** after the coursework/project deadline
- Tests/Presentations within **7 working days** after the date of the test/presentation
- Examinations within **7 working days** after the date of the last affected exam

Students must retain a photocopy of their Extenuating Circumstances Form and the documentary evidence they have submitted for their own records.

Is there someone in the School that I can talk to about my Extenuating Circumstances?

The Student and Academic Support Office can advise you about the process for applying for extenuating circumstances or an extension to a deadline. If you need to discuss the nature of your ECs or are finding it difficult to obtain evidence then you should contact the UCL Psychological Services Team. Their website is here: http://www.ucl.ac.uk/student-psychological-services/index_home

How is my EC claim considered?

It will be considered by an EC Panel who will review the EC form and evidence and decide to accept or reject your EC claim. The EC Panel's decisions are forwarded to the Board of Examiners, however the details of the circumstances are not provided to the Board.

What happens if my EC Claim is accepted?

<i>Coursework/Projects</i>	<ul style="list-style-type: none"> • An extension to the assignment submission date (if this was requested), or • A deferral of the assignment to the next assessment period (a new assignment will be issued)
<i>Exam/Tests</i>	<ul style="list-style-type: none"> • A deferral of the exams/tests to the next assessment period.

What happens if my EC claim is rejected?

<i>Coursework/Projects</i>	<ul style="list-style-type: none"> • You will either get a mark of zero or a mark with a penalty mark deducted in line with the late submission of coursework policy. This will count as one of your attempts at the assessment.
<i>Exam/Tests</i>	<ul style="list-style-type: none"> • You will receive a mark of zero and this will count as one of your attempts at that assessment.