

Assessment Mitigation Procedure



Contents

Purpose	3
Types of extension	3
When are evidenced extensions available?	4
What is independent evidence?	4
Students with disabilities/long-term health conditions	4
How are requests for extensions made?	4
Decision making and oversight	5
Outcomes and appeals	5



Assessment Mitigation Procedure

1. Purpose

1.1 Throughout their studies, students are required to undertake a wide range of assessments. The University recognises that illnesses and difficult or distressing life events sometimes occur outside of students' control. Such circumstances may prevent students from completing assessments.

This policy aims to determine how, and against what criteria, students can ask for extensions to deadlines, including deferral to later opportunities, to undertake the assessment without penalties being added.

2. Types of extension

There are two types of extension, those which require evidence to be submitted and those which do not. Of those which do require evidence, there are two routes which are available depending on the type of assessment and/or the student's individual circumstances.

2.1 Self-certification extension

A predefined short extension (usually up to 7 days) which students can add without the need to submit evidence. This type of extension isn't available for every type of assessment. In general, it applies to non-time-constrained assessments, such as essays, but not to event-based assessments, such as examinations, tests or performances.

2.2 Evidenced extensions

Longer extensions which are only approved following the submission of suitable evidence of a condition or situation which has negatively impacted on the ability to submit or perform in an assessment. There are two routes for these extensions.

2.2.1 Deadline extensions

For the majority of work which must be submitted by a deadline, extensions can be applied for. The standard extension available is two weeks (14 days). However, students can apply for longer if their situation warrants this.

2.2.2 Deferred assessments

For event-based assessments, such as examinations, a later opportunity to undertake the assessment can be applied for. This will usually take place in the reassessment period.

Where circumstances had a negative impact on their performance, students can also apply for a deferred opportunity to re-take an assessment.

■ Where a request for a **deadline extension** goes beyond the point when the work can reasonably be marked in time for a student to progress or graduate, this will be granted as a **deferred assessment** opportunity instead. Such cut-off points will be included on our website.

3. When are evidenced extensions available?

- 3.1** Evidenced extensions are intended to support students who experience exceptional, unplanned, short-term events that have a serious impact on an assessment in one of two ways:
- preventing the student from attending, completing or submitting an assessment on time;
 - significantly affecting the student's performance in an assessment.
- 3.2** Events that qualify for an evidenced extension must be:
- **Severe:** The event or circumstance must have had a serious impact on performance in assessment;
 - **Relevant:** The event or circumstance must have occurred at the time of the assessment or during the period immediately leading up to the assessment;
 - **Evidenced:** The request must meet the requirements for independent documentary evidence that are outlined on our website.

4. What is independent evidence?

- 4.1** Independent evidence should normally be provided via a verifiable document, written and signed by an appropriate third party. The document should give details of the circumstance, its dates and/or duration and, where possible, its impact.
- 4.2** If the documentary evidence is not written in English, it is the student's responsibility to ensure that it is accompanied by a translation which has been certified as correct by a Public Notary, or translated by an accredited translator, i.e. be a member of the Association of Translation Companies.



- 4.3** A student must submit medical evidence in support of an evidenced extension request related to illness. Any medical certificates/notes must:
- Relate specifically to the dates and duration of the illness;
 - Contain a clear medical diagnosis or opinion, and not only that the patient reported that they felt unwell.
- 4.4** The University will not undertake to obtain medical certificates on behalf of students.

5. Students with disabilities/long-term health conditions

- 5.1** If a student has a disability or medical condition that may affect their ability to study and fulfil their potential they should seek advice from the University's Disability Service as soon as possible to see if it is appropriate for a Personal Learning Plan (PLP) to be put in place.
- 5.2** Students with a Personal Learning Plan (PLP) which allows for adjustments to coursework deadlines should speak to their Departmental Disability Co-ordinator if an extension is required due to their already recognised condition. They do not need to submit a separate request for an evidenced extension.
- 5.3** Where a disabled student, or one with a long-term medical condition, experiences circumstances that are unrelated to their disability /medical condition then the student can submit a request under the normal University procedures outlined in this document.

6. How are requests for extensions made?

- 6.1** Requests should normally be submitted via the relevant Moodle area, where each unit lists associated assessments and their deadlines, along with what types of extensions are available.

Students studying with some partner institutions which use this University's mitigations process but not the standard platform Moodle can find an alternative request form on our [Assessment Mitigations website](#).

Requests will also be accepted via this route where for valid reasons a request is being submitted by an appropriate 3rd party on behalf of a student.

- 6.2** The confidential nature of information provided by students will be respected by the University in accordance with data protection requirements. However, the right is reserved to act where there is a clear risk to the best interests of the University Community, or the interests of health and safety or security of any person, including the student submitting the extension request.

- 6.3** Requests should be made within one week (7 days) of an assessment taking place or being due for submission.

Requests received after this point will only be considered if compelling documentary evidence is provided. An example of a compelling argument is that the student was hospitalised.

- 6.4** Requests will not be accepted after the publication of results.

7. Decision making and oversight

- 7.1** Extension requests are considered by staff in Assessment Management, supported by a pool of Professional Services staff in peak periods. Requests are dealt with on a case-by-case basis. Professional Services staff have delegated authority from the University's Academic Board, via the Assessment Board, to consider and make decisions on Deferred assessment extension requests.
- 7.2** Reviewers decide whether the circumstances described by the student are valid or not, and assess whether or not they are likely to have adversely affected performance. Reviewers notify these decisions to students and to the appropriate Assessment Board, where necessary.
- 7.3** In making a decision relating to an evidenced extension request, a reviewer shall take account of:
- whether the circumstances cited are beyond the student's control and whether they may seriously impair/have impaired the student's assessment attempt;
 - the severity of the event or circumstance;
 - the length of time it lasted;
 - the closeness in time of the event or circumstance to the assessment(s);
 - whether there is verifiable and current third party evidence to support the request;
 - the implications of a revised submission date (where appropriate).
- 7.4** Decisions taken through this procedure shall be accepted by the Assessment Board without discussion.
- 7.5** A record shall be kept of all cases considered through this procedure, along with the decisions made. Extension requests will be retained on the student record in accordance with the University's [Record Retention and Disposal Scheme](#).



8. Outcomes and appeals

- 8.1** The student will normally receive a response within 14 days of submission of any extension requests.
- 8.2** The decision taken through this procedure is final, and any challenge to these decisions must be submitted through the [Academic Appeals Procedure](#). An appeal must be submitted within 14 days of the decision being issued.
- 8.3** Where a level 3 or 4 student has passed the level of study, that student will not be permitted to undertake further assessment at that level, irrespective of any claim for deferred assessment.
- 8.4** In line with the University's Assessment Regulations, where a final year undergraduate student has been approved for deferred assessment, an Assessment Board may allow the mark from one assessment to stand for the mark of a 15 or 30-credit unit. In such cases, the student will not have a further assessment attempt.
- 8.5** A student who has been prevented from making sufficient academic progress due to health or other problems may be referred into the [Fitness to Study Procedure](#).
- 8.6** The maximum period of registration, where applicable, takes precedence over students' access to deferred assessment. This is also the case for academic judgements regarding currency of learning taken in line with the University's Assessment Regulations.

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