



## EXTENUATING CIRCUMSTANCES POLICY AND PROCEDURE

Version	1.0
Effective date	August 2018
Date for review	August 2019
Policy owner	Managing Director
Reference points	
Audience/handling notes	Public
Dissemination and implementation plan	<p>This Extenuating Circumstances Policy and Procedure will be published on the NHAM website and student portal for reference by students, staff, and all other relevant stakeholders.</p> <p>Lecturers will receive training in how to apply this policy and its procedures. They will also be directed to where it is published. The Education Administrator will be responsible for the dissemination of the policy and procedures to academic staff; the Education Administrator will be responsible for the dissemination of the policy and procedures to support staff.</p> <p>Students will be informed by email that this information is available on the student portal and NHAM website.</p>
Date approved	August 2016

Initial Equalities Impact Assessment (EIA) Questions for NHAM Policies:

Equality Impact Assessment (EIA) are a legal requirement of public bodies and form part of the specific duties on colleges to help them meet their general equality duties. For more information on EIA, please refer to the NHAM Equality and Diversity Policy.

An EIA involves gathering and using evidence to make a judgement about how a particular policy or practice affects, or is likely to affect protected equality groups of people when it is implemented. Protected groups are identified in the Equality Act 2010 as sharing a particular characteristic against which it is illegal to discriminate. The nine protected groups are defined in the NHAM Equality and Diversity Policy. They are: age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, sexual orientation. The assessment should identify whether the policy and its related procedures affect people from different equality strands in different ways and if they do, then it should establish whether the differential impact is positive, negative or neutral.

This form is intended to provide a quick assessment of whether a policy requires a full EIA. It is also intended to be used to EIA all new policies.



a) Is there any aspect of the policy, procedure or practice that is likely to have a differential impact (negative or positive) on any of the protected characteristics?

- No
- Yes

If yes, identify how the impact would affect the specific equality strand

b) Is there a possibility of unlawful discrimination, directly or indirectly, on any of the protected characteristics?

- No
- Yes

c) Could there be an effect on relations between certain groups?

- No
- Yes

d) Can the above differences be justified?

- No
- Yes
- N/A

e) What mechanisms are in place to monitor the application of the policy, procedure or practice across people from all protected equality groups? Please explain:

The Education Administrator will record the number and type of Extenuating Circumstances forms received in an academic year in order to identify trends, evaluate the effectiveness of and make enhancements to the Extenuating Circumstances Policy and Procedures.



## EXTENUATING CIRCUMSTANCES

### 1. Policy Statement

- 1.1 This policy describes how the Notting Hill Academy of Music (NHAM) looks upon the issue of Extenuating Circumstances
- 1.2 This policy applies only to students studying on the Level 4 Creative Practitioners course and is designed to ensure that Extended Diploma students are treated in a fair and equitable manner
- 1.3 The Managing Director is responsible for managing and reviewing this policy and the Education Administrator is responsible for the effective administration of the Extenuating Circumstances Policy and Procedures outlined below
- 1.4 The content of this policy aligns with the regulations of NHAM's awarding partner and other external stakeholders to whom NHAM must make reference
- 1.5 Extenuating Circumstances have a direct link with
  - 1.5.1 Academic Appeals
  - 1.5.2 Assessment
  - 1.5.3 Attendance
  - 1.5.4 Deferral of Assessment
  - 1.5.5 Equality and Diversity

### 2. Objectives

- 2.1 To explain in an open, transparent and accessible way, how NHAM will treat students who wish to submit a request for Extenuating Circumstances
- 2.2 To describe the steps of the Extenuating Circumstances process

### 3. Extenuating Circumstances

- 3.1 Extenuating circumstances are the reporting and recording of one or more personal difficulties, such as ill health, submitted by a student and supported by acceptable evidence and will be considered and may be taken into account by Student Assessment Boards and Final Award Boards in determining the classification of awards and the progression of students.
- 3.2 Extenuating circumstances will not normally include:
  - 3.2.1 Proximity or number of assessments or examinations
  - 3.2.2 Pressure of paid or unpaid employment
  - 3.2.3 Misreading of examination timetables
  - 3.2.4 Poor time management
  - 3.2.5 Scheduling of holidays or time abroad
- 3.3 No student shall be put in a position of unfair advantage over other candidates; the aim should be to enable all students to be assessed on equal terms



- 3.4 All work submitted by students for assessment will be graded on its merits without consideration of any extenuating circumstances known to the marker. Extenuating circumstances will not be used by Student Assessment Boards and Final Award Boards to alter the grades of students
- 3.5 Students must submit extenuating circumstances to the Education Administrator, with documentary evidence, by the deadline of the last day of the assessment period for the term in which the assessment is due
- 3.6 Normally, extenuating circumstances shall not be taken into account where the circumstances have already been allowed for (for example, by special assessment arrangements). Special assessment arrangements should be agreed at enrolment in cases of known disability and in any case agreed with the student before an examination period begins
- 3.7 Extenuating circumstances brought to the attention of the Chair of the Student Assessment Board or Final Award Board after the deadline specified in 3.5 should normally be considered only if the student was unable or, for valid reasons, unwilling, to disclose them before deadline
- 3.8 The student's extenuating circumstances will be recorded by the Education Administrator at the time of the affected assessment, noting what documentary evidence has been supplied and the summary will be made available to the Student Assessment Board and Final Assessment Boards in the comments section of the results spreadsheet. Access to the original evidence is restricted to the Chair and External Assessor of the Student Assessment Board and Final Assessment Board, unless the student declares otherwise
- 3.9 Only extenuating circumstances submitted directly by the student to the Education Administrator will be recorded and considered by the Student Assessment Boards and Final Assessment Boards. Lecturers and other staff should advise students accordingly
- 3.10 The Student Assessment Boards and Final Award Boards will consider the full history of summarised extenuating circumstances. Where necessary, the Chair will obtain the original evidence from the Education Administrator prior to the meeting.
- 3.11 In considering extenuating circumstances the Student Assessment Board and Final Exam Board may wish to:
  - 3.11.1 Note whether acceptable evidence has been supplied
  - 3.11.2 Consider whether the student has performed unexpectedly badly in a given unit or units; whether there is a significant difference between the student's performance in the year in which they experienced difficulties and their previous or later performance; and whether it correlates with the evidence provided
- 3.12 Where a Chair considers extenuating circumstances submitted under 3.7 and which have not been considered by the Student Assessment Boards and Final Award Boards, the Chair will follow the procedure in 3.11 and may make a decision in the student's favour or advise the student to submit an academic appeal to the Registry



#### 4. Academic Appeals

4.1 Students have the right to appeal the decision on an Extenuating Circumstances submission. Please refer to the Academic Appeals policy for details

#### PROCEDURES (Extenuating Circumstances)

1. Student completes Extenuating Circumstances form attaching supporting evidence as required:

**Illness or injury** – an original medical certificate must be provided and be signed, dated and stamped by an approved Doctor/Surgery/Hospital. It must state what you are suffering from, the period of time affected and how it may affect your academic performance  
**Death of a relative or friend** – a copy of the death certificate is normally required  
**Burglary of theft** – a Police crime report or case reference number is required  
**Public transport delay of over 1 hour** – a letter from the Operating company is required  
**Private transport problem** – will only be considered if acceptable authoritative evidence is supplied

2. Student submits Extenuating Circumstances form and supporting evidence to the Education Administrator no later than 5pm on the day of the deadline specified in 3.5. Supporting evidence should be submitted no later than 20 working days after submission of the Extenuating Circumstances form, otherwise the request may be rejected
3. The Education Administrator logs Extenuating Circumstances form and supporting evidence
4. The Education Administrator passes the summary of Extenuating Circumstances and supporting evidence to the Chair of the Student Assessment Board and/or Final Award Board
5. The Education Administrator will not inform the student directly about the result of the Extenuating Circumstances submission as the information is used only in the case of considering a student's progress each term. The result of the Extenuating Circumstances will therefore be apparent in the results that the student receives in the normal process of results dissemination
6. At this stage the student is entitled to appeal the decision of the Student Assessment Board and Final Award Board – please refer to the Academic Appeals policy for details.

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