

Document Title: Lakes College - Higher Education - Extenuating Circumstances Policy & Procedure

Document Ref: HE/007

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Responsible Board: Higher Education Academic Board

Date last reviewed: 23/11/2023

Date of next review: 22/11/2024

Approval date: 23/11/2023

Document Change Log	
Summary of changes made between previous issue and this current issue	Page number

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Approval Date:	23/11/2023	Approver:	Paul Fairclough
Review Date:	22/11/2024	Version:	1

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1 Summary of this document

This document sets out the Lakes College policy and procedure for Extenuating Circumstances and additional considerations to be made.

It provides details on what can constitute and what is unlikely to constitute an extenuating circumstance.

The document also sets out the procedure to be followed to apply for an extenuating circumstance and how your application will be assessed as well as decisions made and appeal, where needed.

This document is located within the college designated SharePoint site and also, where this is relevant, on the [Lakes College website](#) so that students can access this before applying for their programmes and also to use throughout their journey.

2 Scope

This document sets out expectations for the consideration of where personal circumstances may have an impact on your ability as a student to meet a deadline or overall performance in a module/unit or assessment.

This document will apply to you as a student undertaking a programme of higher education at Lakes College as well as the staff who deliver, assess and support you.

This document will apply to you if a personal circumstance has a significant impact on your ability to complete or submit your assessment.

This document will set out the procedure for the consideration of extenuating circumstances to include:

- How to decide whether you have an extenuating circumstance that merits an application to the Extenuating Circumstances Panel

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- What is expected of you if you think your ability to complete or submit work before a deadline is impacted by a personal circumstance to include how to apply for an extenuating circumstance.
- What happens to your application, timeframes, who makes the decision and also how you can appeal this if required.

3 Responsibility

Title	Responsibility
The Dean of HE	Has overall responsibility for the strategic management of Higher Education Extenuating Circumstances Policy and Procedure.
Higher Education Academic Board	<p>Is responsible to the College Executive for the planning, development, operation and monitoring of the higher education academic work of Higher Education Programmes; and providing assurance that appropriate academic regulations as indicated by awarding and regulatory bodies are followed and methods for monitoring are effective.</p> <p>The Academic Board's primary duties are to review and agree the Board of Examiners assessment decisions as well as hear any student appeals arising from this process.</p>
Board of Examiners	to consider recommendations made by the Extenuating Circumstances Panel and arrive at decisions for students to include any adjustment of assessment grades or marks.
Extenuating Circumstances panel	will have the responsibility to consider student extenuating circumstances applications and make recommendations to the Board of Examiners based on the evidence submitted.

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Institution Board of Governors	Monitors the Higher Education provision to review performance. The Chair of the Academic Board will report to the Board of Governors.
Curriculum Operational Leaders	Ensures the accuracy of the criteria for admission.
Programme Team Leaders	Ensures information about your programme are accurate.
Programme Academic Teams	Guides and informs you of the Assessment Schedule and Module Handbook so you clearly understand your assessment deadlines.
Progress and Welfare Coach	Supports your progress and welfare needs during your time at Lakes College.

If you have any questions in relation to the Admission Policy, please contact info@lcwc.ac.uk.

Extenuating Circumstances Policy

4 Introduction

The purpose of this policy is to ensure that the assessment process treats all students fairly and according to their ability and circumstances.

This policy acknowledges that, as a student under certain conditions, your personal circumstances may be a barrier to you achieving your true potential.

In this respect, this document sets out the college policy on what constitutes extenuating circumstances as well as a procedure setting how to apply and how the college will take these into consideration when awarding your grades and marks.

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What follows are a series of sections that set out expectations, the policy and also the procedure to be followed including the right of appeal.

5 Key expectations

This section outlines what is expected of students and staff within the context of extenuating circumstances. This is informed by the QAA Quality Code to ensure both students and staff work towards the highest possible academic standards.

As a student, it is expected that you will:

- Read and understand the acceptable and not acceptable reasons for an extenuating circumstance.
- Submit claims using the [Extenuating Circumstances Application Form](#) and before the published assessment deadline.

As a staff member, it is expected you will:

- Inform and ensure students have access to this policy and procedure at the start of the programme with regular reminders before assessments commence.
- Support students to understand what acceptable and unacceptable circumstances are, as well as provide access to the required form and procedure, if required.

6 Definitions

This section provides a brief series of definitions for circumstances which are typically accepted as `extenuating` and also those which are not accepted:

- **Extenuating circumstances:** defined as circumstances which are unforeseeable and unpreventable that could have a significant adverse effect on your ability to complete an assessment and/or academic performance.

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- Examples of extenuating circumstances classified as an **acceptable reason** and so that are **more likely** to be approved are outlined in appendix 2 with a brief summary here:
 - **Medical Condition:** serious personal injury, sudden and acute medical condition, or mental health difficulty
 - **Bereavement:** the death of a close relative/significant other
 - **Trauma:** as a victim or a witness of a serious crime, theft of personal belongings or direct experience of a natural disaster or a fire
 - **Court attendance:** the legal requirement for Jury service or attendance at court or tribunal as a witness, defendant, or plaintiff
- Examples of extenuating circumstances that **may** be considered are outlines in appendix 2 with a brief summary here:
 - **Medical Condition:** serious injury or illness to child, partner or close relative or worsening of acute existing condition
 - **Bereavement:** death of a close relative/significant other/friend (which, in an employment context, would not have led to compassionate leave)
 - **Trauma:** family breakdown (such as divorce), eviction and homelessness
 - **Caring responsibilities:** unexpected caring responsibilities due to sudden serious illness or worsening of ongoing medical condition to child, partner or close relative
 - **Miscellaneous:** serious disruption caused by major crime, terrorist incident or natural disaster
- Examples of circumstances that are **not accepted** as extenuating:
 - **Medical Condition:** Ongoing medical conditions, disabilities, learning difficulties or mental health conditions, for which the student is already receiving reasonable adjustment, unless there is a sudden deterioration with your condition. Please refer to the [Reasonable Adjustment Policy](#).
 - **Trauma:** Minor crimes, general domestic family issues, financial difficulties, employment or moving accommodation or assessment stress.
 - **Miscellaneous:** failure of personal IT equipment or backup, private or public minor transport failure, holidays, or events, not planning for deadlines

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This section provides information on the role of the Extenuating Circumstance Panel and Board of Examiners:

- The **Extenuating Circumstances Panel** works on behalf of the board of Examiners and Academic Board to consider extenuating circumstances applications relating to assessment or examination performance, absence, assessment work performance, the non-submission of assessment work and other extenuating circumstances affecting the academic year. The Extenuating Circumstances Panel membership normally comprises one or more senior members of staff from the programme department where the provision resides as well as a representative from Student Support. All members must be independent of the programme of study of the claimant. Information submitted by you will be presented to the panel and will remain confidential.

The **Board of Examiners** is the body which considers the grades and marks for each student assessment. It approves the marks, decides whether students can proceed to the next year, and decides on the degree classifications for final year students. Examinations Boards are normally made up of a representative from each of the relevant programmes. The meeting is normally chaired by the college Dean of Higher Education or, where not possible, a senior leader nominated by them who is independent of the provision. The External Examiner is also a member of the Board of Examiners. Not all members of academic staff are members of the Board of Examiners. The Board of Examiners consider all candidates anonymously, by student ID number. Great care is taken over the confidentiality of information supplied by students. The Board of Examiners will make recommendations to the Awarding Body.

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Extenuating Circumstances Procedure

7 Procedure

This section outlines the process for requesting and making a decision for an extenuating circumstance application.

Students and staff might find it helpful to consult the process flow chart in [Appendix 1](#) before reading the steps below.

Before you apply, it would be prudent to talk with your tutor or Progress and Welfare Coach and also refer to this policy before completing an application.

- Although you may have previously discussed your difficulties with staff in your department, this does not in itself constitute the submission of extenuating circumstances. Informal notification will not be considered by the Examination Board.
- All claims for extenuating circumstances must be heard by the Extenuating Circumstances Panel and Board of Examiners. You must include your details such as name, student ID (you can find this on your Lakes College badge) and programme on the form. The application and all evidence supplied in support of this will be confidential to the Extenuating Circumstances Panel and kept and stored securely in line with the college Data Retention and [Higher Education Data Protection Policy and Procedure](#) policies.

7.1 Requesting your extenuating circumstances

To request consideration of extenuating circumstances:

- You must formally submit an extenuating circumstances using the [Extenuating Circumstances Application Form](#)
- **ECAF** which can be sent via your college email to ECpanel@lwc.ac.uk or by post to the Quality Department, Lakes College, Hallwood Road, Workington, Cumbria CA14 4JN by the deadline set out in the form.

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- It is your responsibility as a student to explain fully the impact of extenuating circumstances on your ability to complete your work. If you do not sufficiently explain your set out the impact then you cannot subsequently appeal and ask the panel to consider additional information.
- Claims should be submitted as soon as possible after the circumstance(s) occurred and by the assessment deadline specified. It is essential to inform the Extenuating Circumstances panel of any extenuating circumstances before it meets because you cannot subsequently appeal against any decision submitted after this date. If you do not submit, we will not be able to consider your extenuating circumstances.
- Confirmation of your application being received by us will be sent to your college email account within 5 working days of receipt.
- Students should note that submitting a false claim or false documentation is a serious matter and would be regarded as an attempt to gain unfair advantage. This would be academic misconduct and would be considered under the [Academic Conduct and Misconduct policy](#). The College reserves the right to check on the validity of the document(s) you submit by contacting the third party directly.

7.2 Consideration of your extenuating circumstances

The Extenuating Circumstances Panel considers applications as follows:

- The first meeting of the Extenuating Circumstances panel is normally held at the end of the academic year (relative to the programme start point) and makes recommendations to the next meeting of the Board of Examiners.
- The second meeting is held after the re-sit period and makes recommendations on claims submitted for the re-sit period to the Re-sit Board of Examiners.
- Once received, the Extenuating Circumstances Panel will consider the following for each student:
 - a. the severity of the problem and the length of time involved.
 - b. any supporting documentary evidence.
 - c. whether all work in the same period appears to have been equally affected.
 - d. whether it is possible to gauge the effect of the extenuating circumstances upon academic performance.

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- e. whether your achievement is consistent with past performance.
- f. the type of assessment affected, and how long you had to complete the work (i.e. date when work set and deadline for submission)
- The Extenuating Circumstances Panel will make recommendations regarding the effect your circumstances have had on your assessment performance which can include non-submission of work or absence from an exam.
- Recommendations are then communicated to the Board of Examiners by the Extenuating Circumstances Panel within **5 working days** of the meeting.
- All decisions on action to be taken on claims for extenuating circumstances are then the responsibility of the Board of Examiners for the programme of study.
- The Board of Examiners will then take into account the outcomes from the Extenuating circumstance panel. Boards of Examiners try to determine whether, and to what extent, extenuating circumstances have affected your academic performance, and determine what action, if any, can be taken.
- The Board will either agree or, where needed, evaluate the recommendations of the Extenuating Circumstances Panel, or discuss a particular case in detail as necessary at their meetings.
- Discussion will normally be brief and concentrated on those cases that require further careful consideration, usually because the extenuating circumstances may have adversely affected the student's final degree result.
- Actions that **will not be taken** by Boards of Examiners are:
 - to permit you to proceed to the next year of study if you have not met the necessary progression requirements, unless the examiners are satisfied that it is appropriate to do so on academic grounds
 - to permit you to fail a core module or any other programme modules without the opportunity to resit according to the academic regulations
 - to add extra marks because your work has been affected by extenuating circumstances
 - to amend marks from previous years of study
 - to award a higher class of degree if the examiners are not satisfied that this is a fair result based on your proven academic ability

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- to annotate statement of results/transcripts with comments about the existence of extenuating circumstances
- The decisions made by the Board of Examiners to include any extenuating circumstances with full reasons in an email and a letter to you within 10 working days of the meeting. Academic Staff will receive the outcome from decision at the same time to support you.
- The decisions made by the Board of Examiners to include any extenuating circumstances will be communicated to the next available Academic Board meeting as part of the final approval of assessment outcomes.

7.3 Appealing your Extenuating Circumstances

Should you be unhappy with an extenuating circumstance application outcome, you have the right to appeal and this must be provided in writing to the Academic Board no later than 10 working days after the decision is communicated to you. The appeal needs to be detailed on why you consider the decision to be incorrect and give evidence to support your appeal. Appeals need to be addressed to the chair of the academic board and sent to ecappeals@lcwc.ac.uk

7.4 Monitoring the Extenuating Circumstances Policy & Procedure

The Academic Board will monitor this policy and procedure to include anonymised statistical analysis of extenuating circumstances on an annual basis together with any improvement actions arising from this. The outcomes of this analysis will be communicated to students and other stakeholders, such as employers, as part of the annual self-assessment of Higher Education published on the college website.

Records related to this policy and procedure will be kept for 1 year after graduation and will be stored securely in line with the college Data Retention and [Higher Education Data Protection Policy and Procedure](#) policies.

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8 Complaints

We are committed to a fully inclusive and transparent Extenuating Circumstances Policy and Procedure. You can complain about your Extenuating Circumstances process should you be dissatisfied with any aspect of your experience. Please refer to the Intuition's [Complaints Policy and Procedure](#) for further information which can be found in section 11 of this document.

9 Source of further information

The following staff members can provide you with further information and support:

- Programme Academic Team
- Progress and Welfare Coach
- [Extenuating Circumstances Application Form](#)

10 Other relevant policies and procedures

- [Higher Education Assessment Policy](#)
- [Student Fees and Debt Policy](#)
- [Reasonable Adjustment Policy](#)
- [Complaints Policy and Procedure](#)
- [Recognition of Prior Learning Policy](#)
- [Academic Conduct and Misconduct policy](#)
- [Higher Education Data Protection Policy and Procedure](#)
- [LCWC HE Terms and Conditions](#)

11 Any external references

- Competition Markets Authority [Competition and Markets Authority - GOV.UK \(www.gov.uk\)](#)
- Consumer Rights [Consumer Rights Act 2015 \(legislation.gov.uk\)](#)
- Equality Act 2010 [Equality Act 2010: guidance - GOV.UK \(www.gov.uk\)](#)
- Office for Students [Home - Office for Students](#)
- Office for Students [Good Practice Framework on Disciplinary Procedures](#)

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- Office for the Independent Adjudicator [Office of the Independent Adjudicator for Higher Education - OIAHE](#)
- Quality Assurance Agency for Higher Education [QAA Quality Code](#)
- The Open University [Distance Learning Courses and Adult Education - The Open University](#)
- Pearson [Pearson | The world's learning company | UK](#)
- University of Central Lancashire [University of Central Lancashire - UCLan](#)
- University of Cumbria [University of Cumbria](#)

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12 Glossary of Terms

Term	What is it?
Academic Standards	are specific and measurable expectations or criteria that define a particular grade level of what you should be able to do in various subject areas
Assessment	the process of determining the extent of your learning on a module and across your degree programme.
Assessment Schedule	a key document that identifies key dates for your reference with deadlines for assessment submission and feedback.
Assessment Submission	is defined as producing and presenting your work for assessment by the specified deadline.
Awarding Organisation	is an institution who is responsible for designing, developing and administering assessments, examinations and qualifications.
Board of Examiners	is the body which considers the grades and marks for each student assessment. It approves the marks, decides whether students can proceed to the next year and decides on the degree classifications for final year students. The Board of

	Examiners makes recommendations to the Awarding Organisation of progression within a programme.
EBS	is the Institution's learner record management system. It will record your programme data.
Examinations Board	is a panel which is responsible for the administration, and assessment of examinations and assessments.
Extenuating Circumstances	Which are sudden, unforeseeable, and unpreventable that could have a significant adverse effect on your ability to complete an assessment and/or academic performance.
Extenuating Circumstances Panel	Works on behalf of the Board of Examiners and Academic Board to consider extenuating circumstances applications relating to assessment or examination performance, absence, assessment work performance, the non-submission of assessment work and other extenuating circumstances affecting the academic year.
Office of Independent Adjudicator for Higher Education (OIA)	is an independent organisation which deals with student complaints in relation to Higher Education.

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Approval Date:	15/09/2023	Approver:	Dean of HE
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Office for Students (OfS)	is a government organisation which oversees and regulates higher education institutions.
Quality Assurance Agency (QAA)	An organisation that works with Higher Education institution towards consistency in academic standards and best practice in the sector.
The QAA Quality Code	is a key mechanism used by Higher Education Institutions to evaluate, improve and enhance academic standards
Professional Bodies	are formal groups which serve the interest and needs of professionals within that field.
Programme Academic Team	Refers to a group of stakeholders who have an interest in the programme being delivered. This includes the planning, development, implementation, oversight of the academic programme.
Programme Handbook	is a document which contains important details and requirements of an academic program.
Programme Specification	Is a detailed document to understand the essential components and characteristics of your program.
Programme Team Leaders	is the responsible for the management of your programme.

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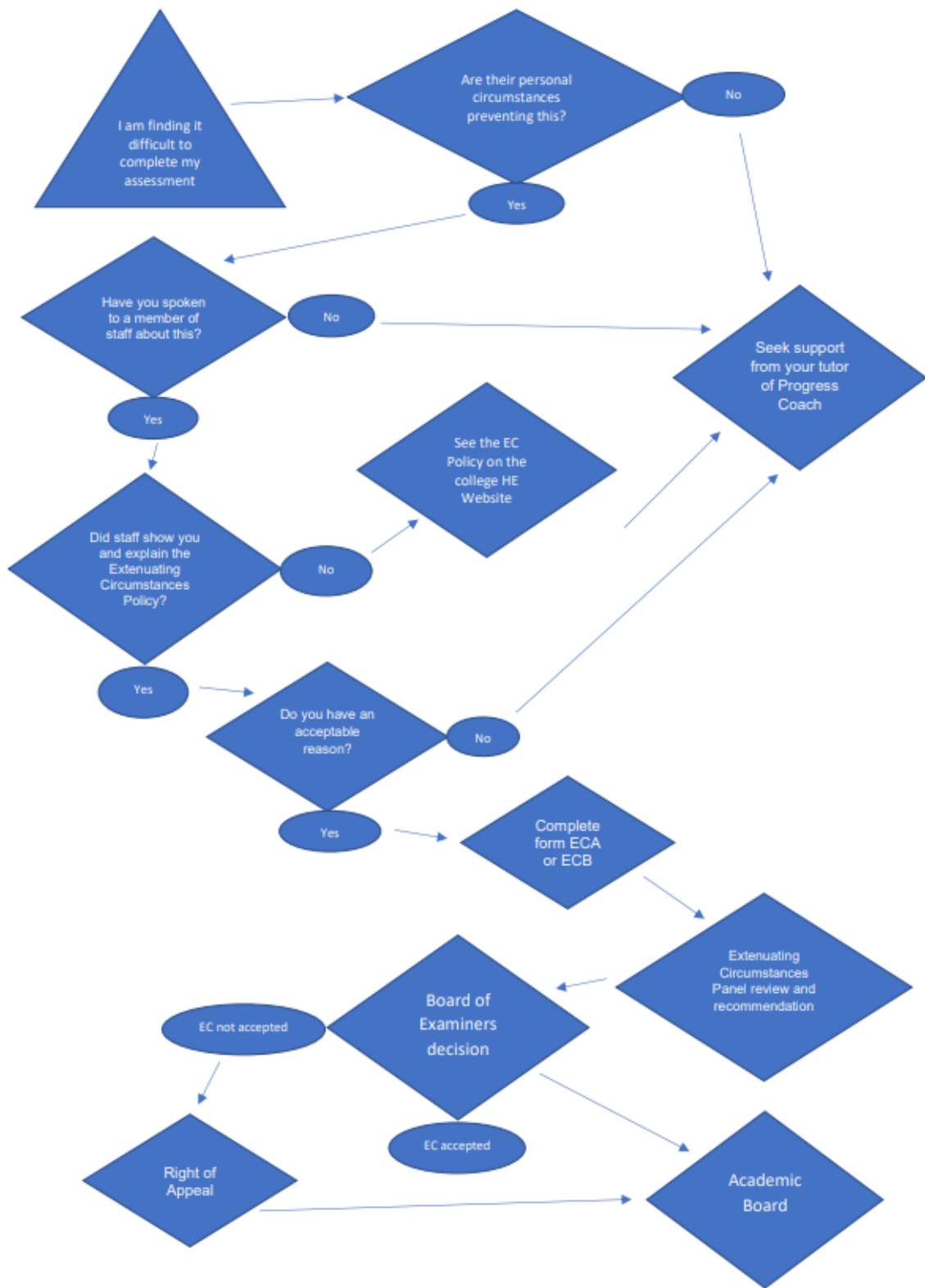
Progress and Welfare Coach	Provides pastoral support during your programme of study. They will work alongside the Programme Academic Team to monitor your performance and provide support.
Reasonable Adjustment	Where a student is allowed to have approved and designated support to meet an assessment requirement.
Recognition of Prior Learning	is identifying knowledge, skills and competencies which you have at a suitable level and exempting you from components of your programme.
Module Lecturer	is responsible for teaching and delivering a specific module within an academic programme.
Scheme of Learning	is a document which details the sequence of topics, lessons, learning activities to be delivered for a programme.
Summative Assessment	is a formal assessment method to evaluate and measure your understanding of learning at the end of a module. This results in a grade for a piece of work which will form part of your programme grade.
Virtual Learning Environment (VLE)	is where you can access learning materials and programme information. We use Canvas and you will be shown this during induction.

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Appendices

1 Extenuating Circumstances Process Flow Chart



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2 Further guidance and evidence required for your submission of Extenuating Circumstances

Extenuating Circumstances Categories

The following guidance has been produced to help clarify what can be accepted as extenuating circumstances and the evidence required to support a claim. There are three categories, (A, B and C) set out below that should be consulted before completion of an Extenuating Circumstances Form, available from the College website.

Category A: Acceptable reason for claim

Category A lists reasons that normally will be considered as acceptable reasons for submitting an extenuating circumstances claim and the appropriate evidence required to support the claim.

Reason for EC	Acceptable Reason	Evidence Required
Serious Medical Conditions	<ul style="list-style-type: none"> • Serious personal injury, medical condition or mental health difficulty preventing attendance or completion of assessment or submission of work. 	Written evidence from a registered medical practitioner
Bereavement	<ul style="list-style-type: none"> • Death of a close relative/significant other 	Written order of service or notice
Trauma	<ul style="list-style-type: none"> • A victim or a witness of a serious crime • theft of personal belongings required for assessment • Direct experience of terrorist incident or a natural disaster • Major fire in residence 	Crime reference number And/or Written evidence from registered medical practitioner, Police, Fire service or University Department
Court Attendance	<ul style="list-style-type: none"> • Jury service • Attendance at court or tribunal as a witness, defendant or plaintiff 	Official correspondence form Court or Tribunal Authority

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Category B: Reasons for claim that may be considered

Category B lists reasons that that may be considered as acceptable reasons for extenuating circumstances and the appropriate evidence required to support the claim.

Reason for EC	Reasons that may be considered	Evidence Required
Serious Medical Conditions	<ul style="list-style-type: none"> • Serious injury or illness to child partner or close relative (parent) • Serious or worsening or acute episode of an ongoing medical condition, mental health difficulty or disability 	Written evidence of impact to claimant from registered medical practitioner
Bereavement	<ul style="list-style-type: none"> • Death of a close relative/significant other (not identified in Category A) or a friend 	Evidence identified in Category A AND written order of service or notice
Trauma	<ul style="list-style-type: none"> • Family breakdown (such as divorce) • Eviction/homelessness 	Evidence from solicitor AND/OR written evidence of impact of claimant from registered medical practitioner.
Caring Responsibilities	<ul style="list-style-type: none"> • Unexpected caring responsibilities caused by sudden serious illness or worsening of ongoing medical condition to child, partner or close relative. 	Written evidence from patient's registered medical practitioner AND written evidence of impact of claimant from registered medical practitioner.
Miscellaneous	<ul style="list-style-type: none"> • Serious disruption caused by terrorist incident or natural disaster 	Evidence of serious disruption to travel or other plans preventing attendance at or completion of assessment or submission of work AND/OR written evidence of impact to

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		claimant from registered medical practitioner.
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Category C: Unacceptable reasons for claim

Category C lists reasons that would normally be considered as unacceptable reasons for extenuating circumstances.

Category C	Unacceptable Reason
Serious Medical Conditions	<ul style="list-style-type: none"> Ongoing medical conditions, disabilities, learning difficulties or mental health conditions, for which you are already receiving reasonable adjustments unless there is evidence of this condition worsening or 'flaring up'.
Trauma	<ul style="list-style-type: none"> Minor crime Financial problems or employment difficulties Accommodation or house move General domestic/family problems Assessment/exam stress
Miscellaneous	<p>Any circumstances which have not clearly impacted on academic performance or do not clearly relate to the timing of the assessment.</p> <ul style="list-style-type: none"> Visa problems Failure of personal IT equipment Poor working practises e.g. failure to back-up work Minor private or public transport failure, holidays or booked travel arrangements Not realising/remembering dates of deadlines

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3 Extenuating Circumstances Application Form (ECAF)

For Students Studying For The Open University awards at
Lakes College West Cumbria

Please read here before completing this form

What is this form used for?	This form should be used if you are applying for Extenuating Circumstances for an assessment as outlined in the Extenuating Circumstances Policy and Procedure
What is the deadline for applying for Extenuating Circumstances?	You can apply at any time from the start of your module/s up until midnight (UK time) 10 calendar days after the exam or submission cut-off date for your final piece of assessed work. This is so your application can be received and reviewed by the Extenuating Circumstances Panel relevant to the end point of your programme.
Where do I send this form to?	Return this form by email to ECpanel@lwc.ac.uk or by post to the Quality Department, Lakes College, Hallwood Road, Workington, Cumbria CA14 4 JN. Receipt of this form will be acknowledged by email to your College email account within 5 working days.
Where can I get further information?	Please refer to the college Extenuating Circumstances Policy and Procedure for Students Studying for The Open University Awards at Lakes College

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When will I received feedback on my request?	You will receive an email response to your College email account within 10 working days of the Board of Examiners decision. relevant to the which will confirm whether your request for Extenuating Circumstances has been accepted and applied to your final grades/marks.
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Guidance on completing this form

This form should be completed if you want to make the Extenuating Circumstances Panel and the Board of Examiners aware of any extenuating circumstances which you believe may have adversely affected your performance either during the year or in the examinations. Please read the [Extenuating Circumstances Policy and Procedure](#) before completing this form.

It is important to realise that only the most serious extenuating circumstances are likely to have a significant effect on your overall results. Please take time to assess your situation carefully and only submit details of extenuating circumstances if you are sure that they have *significantly* affected the quality of your work. Remember that the Board of Examiners will be looking at the affected work in the context of the rest of your work throughout the year(s) and is unlikely to take extenuating circumstances into account unless it is apparent that the work in question is of a significantly lower standard. The Board of Examiners will not change marks awarded but will assess whether your performance had been adversely affected and will take this into account when making decisions about student progress or degree classification.

You are encouraged to submit incomplete assessment work if you failed to meet the deadline, so that you at least have a mark for the Board of Examiners to consider.

Part 1 of the form is about your core application for extenuating circumstances and needs to be completed by all applicants.

Part 2 only to be completed if you did not attend and examination or submit an assessment.

Part 3: only to be used where medical evidence is needed to support your application.

Part 4: requires your signature to authenticate this application.

Document Title	HE Extenuating Circumstances Policy & Procedure	Author:	Careers, Recruitment & Admissions Manager
Approval Date:	15/09/2023	Approver:	Dean of HE
Review Date:	31/08/2024	Version:	1

Part 1: Outline of extenuating circumstances

Student Name	
Student ID Number (see badge)	
Programme title	
<p>Please give the Extenuating Circumstances Panel and Board of Examiners an overall assessment of the impact of your extenuating circumstances to include:</p> <p>Details on the nature of the circumstance to include which periods of time on your programme this applies to</p> <p>What evidence you have to support this application for extenuating circumstances (please list)</p> <p>How the circumstance has impacted on your ability to compete assessments to the standard you expect</p> <p>Which modules or assessments this circumstance applies to</p>	

Lakes College - West Cumbria

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Part 2. If you believe your performance in any assessed work during the year have been significantly impaired and **you were unable to submit work or were absent from an examination** please complete the form below and attach the supporting evidence.

Assessment work & Exams <u>not submitted</u>		Period affected		Details of extenuating circumstances	Evidence provided
Module code (Assessment that was affected)	Name of assessment work and/or exam, with dates	From	To		
Give module code, title and name of assessment work i.e., portfolio, journal etc or alternatively state exam. Include submission deadline for assessment work and/or date of exam.		State clearly exact dates affected both from and to. Do not state month only.		Detail the circumstances clearly and concisely against each affected date you have entered. Clearly explain how the extenuating circumstance(s) impacted on your ability to submit work by the deadline date.	Use this column to identify the evidence you are providing. (Note that the College will not contact third parties on your behalf to obtain proof – It is your responsibility to submit evidence).

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Part 3. Medical Evidence Proforma

This section **only applies to circumstances where there is a medical condition**. Before completing this form you **MUST** read the Extenuating Circumstances Policy and Procedure in particular Appendix 1 which gives guidance on evidence requirements. Only use this form if your circumstances fall under the categories where medical evidence is required, as listed in the Extenuating Circumstances Policy and Procedure.

When you have completed Parts 1 to 3 (Part 2 if applicable), it is your responsibility to take this form to your Medical Practice for completion of Part 4. The College ask for this to be signed on your behalf. This form should be attached to your extenuating circumstances application. If the Practice prefers to use their own procedures, you should attach whatever documentation they give you.

To be completed by the student

Student Name:		Date of Birth:	
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I state that my work has been severely affected by the following medical condition:

Medical Condition:	
Date(s) Affected:	

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I am asking my Medical Practice to validate this claim and return the document to me.
I am signing below to give my consent for this information to be supplied under the terms of the Data Protection Act 2018.

Student signature:		Date:	
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Now take this form to your Health Centre/Medical Practice (see next page)

To be completed by the Medical Practitioner

Following the student's request, we can confirm that the student:

- a) Has/had a significant condition that should be taken into account
- b) Has/had a condition that may be taken into account
- c) There is no clinical evidence to support their statement
- d) Is unfit to sit an examination on (date(s).....)
- e) Other comments

Name:		Date	
Signature:			

Part 4: Extenuating Circumstances Declaration

You should note that submitting a false claim or fraudulent documentation is a serious matter and is academic misconduct, which will be dealt with under the Academic Misconduct Procedures. The College reserves the right to check on the validity of the document(s) you submit by contacting the third party directly.

I confirm that the information I have given is true and that I have read and understood the [Extenuating Circumstances Policy and Procedure](#)

Signed	29
Date	

Return this form by email to ECpanel@lwc.ac.uk or by post to the Quality Department, Lakes College, Hallwood Road, Workington, Cumbria CA14 4 JN.

Receipt of this form will be acknowledged by email to your College email account within 5 working days.