

Extenuating Circumstances Policy and Procedures

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Related Regulations from the Academic Manual are shown in boxes like this.

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| Ownership | Deputy Academic Registrar |
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1 Introduction

- 1.1 The policy and procedures set out in this document underpin the regulations which all staff and students are expected to follow. They provide greater details of the principles behind the regulations and the rules and processes that Goldsmiths puts in place to positively impact on the student and staff experience and to ensure compliance with external regulatory frameworks.
- 1.2 The relevant regulations appear in text boxes at the start of each section.

3.3.1 Students may experience exceptional circumstances that temporarily make it impossible for them to participate in their studies, submit assessments or attend examinations. Goldsmiths considers applications from students who believe that their work and assessments have been affected by these circumstances.

3.3.2 Before a submission or deadline: When a student knows before a submission or other deadline that an illness, the worsening of a chronic illness, or an otherwise unforeseen event is beginning, they should notify the College in accordance with the requirements set out in the published extenuating circumstances policy.

1.3.3 This Policy does not cover the following:

late submission of an assessment without an EC application;
submission of an incorrect assessment or submission to an incorrect submission area; inability to fulfil assessment requirements due to College-wide disruptions

Students cannot make EC applications for these reasons, but arrangements covering these situations are set out in the Assessment Policy.

1.4 Principles

1.4.1 Students who are absent from examinations; do not submit assessments; submit work after the deadline or believe that the standard of the work submitted has been affected by exceptional circumstances, may apply for extenuating circumstances to be considered.

1.4.2 The College can only consider extenuating circumstances that have brought into question the validity of a particular assessment as a measure of a

1.4.3

1.4.4 If an application for extenuating circumstances is accepted, this may be used in consideration of the affected assessments only. The outcome of any accepted application is limited to allowing an adjusted deadline, allowing a deferred assessment or (where an assessment has been completed) allowing an assessment attempt to be discounted and a fresh attempt to be permitted, or (in regard to a final classification) allowing borderline classification criteria have been met.

1.4.5 Extenuation may not be applied more than once to the same assessment element, unless there are new extenuating circumstances presented by the student.

2.1.4 Once a decision has been reached, the College will communicate it to the student and the reasons for making the decision. The decision will also be

in which the assessment is being submitted. The College will also be responsible for updating information held in related systems for assessment submission, marking and moderation

2.2 Supporting Evidence

2.2.1 Students must provide a self-certification statement for any EC application and does so by including it within their application. They should confirm the detail of the extenuating circumstance(s) and how it/they has/have impacted their assessment(s). No further evidence is required when submitting an EC application. The College may need to ask for additional information relating to a particular application where the information provided by the student is unclear. Requests for additional information are for the purposes of clarification only if needed and will not include a request for additional evidence.

3 Consideration of Applications for Extenuating Circumstances

3.1 Situations in which Extenuating Circumstances may be considered

3.1.1 Goldsmiths Students may apply for extenuation to be applied to:

- an absence from a timed or practical assessment
- non-submission of an assessment
- an adjusted deadline for an assessment
- extenuating circumstances which occur during a timed or practical assessment (students with severe illness are advised not to sit and to submit an Extenuating Circumstances application for a deferred assessment)
- assessments submitted on time with extenuating circumstances
- overall classification outcome where extenuating circumstances should be taken into account in the final year

3.1.2 Not all forms of extenuation are possible for all assessment types, for example, an extension cannot be granted for a timed examination. The College and the department in which the assessment is being taken can advise students where necessary prior to an application being made. Advice and guidance is also provided to stude

3.1.3 Examiners should mark any submitted assessments from a student without granting any allowance for extenuating circumstances. The mark should be application of

3.4.2 If extenuating circumstances are presented to support impaired performance in an assessment or an absence from an examination or non-submission of an assessment, the College will make a decision and confirm this to the student and the relevant department(s). This decision will then be recommendation to the Board(s) of Examiners and the student will be informed of the final outcome.

3.4.3

| Circumstance | Action |
|-----------------------------|---------------|
| The circumstances appear to | |

3.7.2 Students whose assessments are deferred are required to sit or submit at the next available assessment opportunity (and as directed by the department). If continuing or new extenuating circumstances arise, further extenuating circumstance to cover the later assessment period must be out above.

3.8 Appeal

3.8.1 Students who submitted an application to adjust an assessment deadline which was rejected, and they assert that the application was not considered in line with this policy, may raise a challenge to the rejected application prior to the publication of results in the event that it may impact their ability to progress or complete their programme of study on time. They will do so in

3.8.2 Other students not covered under 3.8.1 above, who are dissatisfied with the outcome of their application for the consideration of extenuating circumstances have the right of appeal, following the published Goldsmiths procedures for academic appeals, once results are published.

4 Categories of Acceptable Extenuating Circumstances

Students self-certify any extenuating circumstances by providing a written statement in the EC Application to explain their circumstances, as well as the impact of those circumstances on the affected assessment(s).

These categories should be used by the College in reaching a decision on an EC application. Where an EC application is submitted without citing an acceptable category, the application should be rejected.

| Category | Description |
|---------------------------------|-------------------------------------|
| Health-Related Condition | Personal injury, medical or mental- |

| Category | Description |
|--|---|
| Racial Trauma | Racial trauma, or race-based traumatic stress (RBTS), refers to the mental and emotional injury caused by encounters with racial bias and ethnic discrimination, racism, and hate crimes. |
| Relationship and Living Circumstances | <p>Family breakdown or breakdown of a close relationship</p> <p>Forced eviction from housing, including for reasons of fire or other damage to residence.</p> |