

COLLEGE OF INTEGRATED CHINESE MEDICINE

SPECIAL CIRCUMSTANCES & COURSEWORK EXTENSION POLICY

This document records the College of Integrated Chinese Medicine's policy and procedure regarding the reporting and documenting of Special Circumstances that students believe have had a significant adverse effect on their continuous academic performance or their performance in specific examinations and that for granting coursework extensions

This policy should be read with the Conduct of Examinations Policy.

SPECIAL CIRCUMSTANCES

- If you experience serious events that have a significant adverse effect on your ability to study or undertake an assessment, you may report them as Special Circumstances.
- Submitting Special Circumstances may enable you to defer an examination or coursework to a later date or grant you a longer extension for coursework.

Special Circumstances may be taken into consideration by Boards of Examiners when final assessment results are considered. The Examination Board can only give limited weight to information about Special Circumstances. Nevertheless, if you believe that you have studied a unit effectively, but that Special Circumstances have had a serious adverse effect on your continuous performance or performance in an examination, you may bring this information to the attention of the Board of Examiners. **This information will only be considered in the case of borderline fails (35 – 39%)**

PROCEDURE FOR SUBMITTING SPECIAL CIRCUMSTANCES

- To submit Special Circumstances that have affected your performance in an examination or the revision period (three weeks) leading up to an examination or that have affected your continuous performance (i.e. significant adverse events that are ongoing and may affect submission of coursework / assignments) you must:
- Complete the attached form Appendix 1 Special Circumstances Form (SC1).
- Read the instructions on the form carefully, complete the form in full and collect the relevant documentary evidence (any notes on examination scripts to examiners will be disregarded).

RETURN THE COMPLETED FORM AND DOCUMENTARY EVIDENCE TO THE ACADEMIC DIRECTOR (EITHER IN PERSON OR ELECTRONICALLY). SPECIAL CIRCUMSTANCES RELATING TO AN EXAMINATION MUST BE SUBMITTED NO LATER THAN SEVEN DAYS AFTER THE EXAMINATION. SPECIAL CIRCUMSTANCES RELATING TO A PIECE OF COURSEWORK/ASSIGNMENT MUST BE SUBMITTED NO LATER THAN SEVEN DAYS AFTER THE HAND-IN DEADLINE.

YOU WILL BE PROVIDED WITH A HANDWRITTEN OR EMAILED RECEIPT ACKNOWLEDGING YOUR SUBMISSION OF SPECIAL CIRCUMSTANCES. PLEASE KEEP THIS RECEIPT.

COMMUNICATING SPECIAL CIRCUMSTANCES TO BOARDS OF EXAMINERS

- The details of your Special Circumstances will only be released to the Board of Examiners with your permission (evidenced by your signature agreeing to this on form SC1).
- Boards of Examiners are normally notified that you have submitted Special Circumstances with a note of “SC” next to your name on final results spreadsheets.

RETAINING SPECIAL CIRCUMSTANCES FORMS & DOCUMENTARY EVIDENCE

- Special Circumstances forms and documentary evidence will be kept in a separate confidential file for the academic year.
- Special Circumstances forms and documentary evidence will be transferred to your confidential student file once the final results of all assessments for the academic year have been agreed by the Board of Examiners. You should inform the Academic Director of any Special Circumstances which continue into the following academic year.
- You are advised to keep a copy of all Special Circumstances forms and documentary evidence.

EXTENSIONS TO COURSEWORK

Deadlines to assessments are set to ensure that:

- All students undertaking an assessment have the same amount of time to complete it.
- The need to complete work to deadline is recognized as a necessary requirement of assessment.

All assessment deadlines are published at the start of term.

Penalties for late submissions

Up to five working days late	Work will be marked and capped at 40%
Over five working days late	Work will not be marked and that element of assessment will be awarded 0%
Late submissions for reassessment	Work will not be marked and that element of assessment will be awarded 0%

If you have a genuine reason why you are unable to submit your work on time, you can apply for an extension.

You can apply for either a short extension of five working days or a longer extension if necessary. If you are granted an extension your work will not be capped.

Students should only apply for an extension if they believe they can submit that work within that time. If the student does not believe they can submit, they should apply for **Special Circumstances** using the procedure above.

SHORT EXTENSIONS

A short extension of **five** working days can be granted when a student has been prevented from handing in work by the deadline because of study-related issues outside of their control.

A list of acceptable examples for application for a short extension is listed below:

<ul style="list-style-type: none"> • Study-related issues beyond the students control 	Unforeseen technical, mechanical difficulties or network failures, last minute loss of work due to IT problems.
<ul style="list-style-type: none"> • Illness, accident or severe trauma or an unexpected deterioration in an ongoing illness or chronic medical condition. Minor ailments and conditions that have prevented a student from submitting on time are allowable. 	Students should consider requesting special circumstances for serious illness or accidents if they will not be able to submit within the five working day period.
<ul style="list-style-type: none"> • Recent death (<month) of someone close 	“close” can refer to parents, guardians, children and siblings, spouse/partner and it may include friends, in-laws, grandparents and grandchildren if it can be shown that the relationship was very close.
<ul style="list-style-type: none"> • Serious illness of a close relative 	A case of unforeseen accident or serious deterioration of an ongoing illness
<ul style="list-style-type: none"> • A significant change to the condition or circumstance of someone for whom the student has a caring responsibility. 	
<ul style="list-style-type: none"> • Serious personal disruption 	Fire, burglary, requirement to appear in Court etc. relevant to the date of the assessment event or the period leading up to it.

• APPLYING FOR A SHORT EXTENSION

- To apply for a short (five working days) extension, contact the Academic Director in writing stating your reasons for asking for a short extension.

- You should apply for an extension to the deadline before the assessment or reassessment submission deadline date.
- The Academic Director (or nominated representative) will inform you by email about the decision regarding your application.

LONGER EXTENSIONS AND SPECIAL CIRCUMSTANCES FOR COURSEWORK

If you have experienced significant difficulties in submitting coursework and require a longer period of extension, you should apply for Special Circumstances using the Special Circumstances form (SC 1).

The application should be submitted to the Academic Director and will be considered by a panel, formed of the Academic Director, a member of the Management Committee and/ or the Unit Leader.

The Academic Director (or nominated representative) will inform you by email about the decision regarding your application.

If a longer extension has been agreed, the final submission date will be agreed with the Academic Director. Extensions are normally for a maximum of **20 working days**.

A list of acceptable examples of special circumstances is listed below :

<ul style="list-style-type: none"> • Illness, accident or severe trauma or an unexpected deterioration in an ongoing illness or chronic medical condition. 	Serious personal injury, such as a broken limb or a medical condition requiring hospital attention.
<ul style="list-style-type: none"> • Recent death (< month) of someone close. 	“close” can refer to parents, guardians, children and siblings, spouse/partner and it may include friends, in-laws, grandparents and grandchildren if it can be shown that the relationship was very close.
<ul style="list-style-type: none"> • Serious illness of a close relative or dependent 	A case of unforeseen accident or serious deterioration of an ongoing illness
<ul style="list-style-type: none"> • A significant change to the condition or circumstance of someone for whom the student has a caring responsibility. 	
<ul style="list-style-type: none"> • Birth of a baby or unforeseen pregnancy complications 	
<ul style="list-style-type: none"> • Serious personal disruption 	Fire, burglary, requirement to appear in Court etc. relevant to the date of the assessment event or the period leading up to it.

SPECIAL CIRCUMSTANCES FOR EXAMINATIONS

We recognize that there may be occasions where a student is unable to sit an examination because of unforeseen circumstances.

In this case you should contact the Academic Director as soon as possible to inform them that you are unable to sit the examination. Further information about special circumstances for examinations is included in our ***Conduct of Examinations and In course Assessment policy*** .

CONFIDENTIALITY

The College is committed to complying fully with the Data Protection Act 2018 and subsequent legislation in its handling of personal data and will treat all claims for special circumstances with confidentiality. Disclosure of information will be restricted to those parties involved in the consideration and administration of special circumstances claims.

There are circumstances where our commitment to confidentiality is overridden by other considerations. In particular when a student's health and safety, or that of others, is considered to be at risk.

Applications for special circumstances will be kept in a separate confidential file with the College for the academic year. Following this they will be transferred to your confidential student file once the results of all assessments for the academic year have been agreed.

APPENDIX 1: FORM SC1 (SPECIAL CIRCUMSTANCES FORM)

Instructions for Completing Form SC1

This form should be used only to inform the College of Integrated Chinese Medicine of serious circumstances occurring in the three weeks up to and including an examination/coursework submission deadline that have adversely affected your examination performance/ability to submit a piece of coursework.

These include:

- a) Serious personal injury, such as a broken limb, or a medical condition requiring hospital attention or one with an incapacitating effect.
- b) An acute, chronic or severe debilitating illness such that a reasonable person would have been unable to carry out the assessment task required.
- c) Being a victim of a serious crime, such as robbery, burglary or a violent assault during the period immediately preceding assessment.
- d) The serious illness or death of a close relative or dependent: normally a partner, parent, child or sibling.
- e) Birth of a baby and/or unforeseen pregnancy complications.
- f) This list is not exhaustive.

Circumstances that **are not** considered so serious and for which you **should not** submit Form SC1 include:

- a) The death or illness of a distant relative.
- b) Cases where medical certificates are retrospective, i.e. dated/issued after you have recovered from the illness claimed.
- c) Normal pregnancy.
- d) English as a second language.
- e) Dyslexia or other learning disability.
- f) Financial problems, including payment of fees to the College of Integrated Chinese Medicine.
- g) Difficulties with housing or planned house moves.

- h) Difficulties with babysitters, childminders.
- i) Transport difficulties such as public transport strikes, road works or private transport breakdowns.
- j) Confusion over time, date location of the examination, or assignment hand-in date on the part of the candidate when this has been clearly notified, and not posed any problem to other students in the group.
- k) Work pressure.
- l) Computer problems such as viruses, disk corruption, printer problems, network problems, failure of computer equipment.
- m) Problems with receiving referral work details.
- n) Problems submitting an assignment to the designated place by the specified deadline.
- o) Difficulties with collecting data for an assignment.
- p) Any claim not supported by evidence which is independent and reliable.
- q) This list is not exhaustive.

Even when special circumstances have adversely affected your revision or your performance in an examination, the weight that the Board of Examiners can give them is limited. Cases that have little substance or that warrant little or no weight are unhelpful to you, to other students who have suffered severe circumstances, and to the College of Integrated Chinese Medicine.

Please consider very carefully whether your case merits attention before completing the form.

Enter the details of **one** assessment affected only on this form.

Give brief and precise information about how your assessment performance has been affected.

When you submit this form you must enclose / attach corroborating documentary evidence. If this is not immediately available, please explain why on the form, and send it on as soon as possible. Examples of this might be;

- A confirmation letter from your GP
- Copy of a death certificate
- Corroborating evidence from a third party – e.g. crime report

Special Circumstances not supported by documentary evidence will not be considered.

You will be handed/emailed a receipt on your submission of this form. Please keep this as proof of submission.

The form must arrive no later than seven days after the examination/coursework deadline concerned. Forms that arrive later will not be accepted except at the discretion of the College of Integrated Chinese Medicine.

Special Circumstances Policy & Procedure Form SC1

Name:			
Candidate Number:			
Year of Study:			
Assessment Affected:			
Date of Assessment Affected:			
The serious Special Circumstances that adversely affected my examination/assessment performance / submission of coursework were:			
Type of documentary evidence attached:			
I wish the above information to be made available to the Board of Examiners.			
Signature:		Date:	