

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.

This policy should be read with the Examination and In-course Assessment Regulation policy.

EXTENSIONS TO COURSEWORK

Please remember that:

- Deadlines are set to ensure that all students undertaking an assessment have the same amount of time to complete it.
- The need to complete work by a deadline is recognized as a necessary requirement for 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 a student has a genuine reason why they are unable to submit their work on time, they can apply for a short extension of five working days. If this is granted, the work will not be capped.

Students should only apply for an extension if they believe they can submit the work within that time. If this is not the case, they may consider applying for a longer extension using the procedure outlined below under Special Circumstances.

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.

APPLYING FOR A SHORT EXTENSION

- To apply for a short (five working days) extension, students should complete the form available on the Student Hub in the Special Circumstances and Coursework Extension area. This is accessed via the red button labeled Extension Request Form.
- Students should apply for an extension to the deadline before the assessment or reassessment submission deadline date.
- Students will be granted a maximum of two short extensions per academic year without supplying evidence.
- Check the portal for updates on whether your extension has been granted.

SPECIAL CIRCUMSTANCES

If a student experiences serious events that have a significant adverse effect on their ability to study or undertake an assessment, they may report them as Special Circumstances. These are circumstances that have affected their performance in an examination or the revision period (three weeks) leading up to an examination or that have affected their continuous performance (i.e. significant adverse events that are ongoing and may affect submission of coursework / assignments).

Submitting Special Circumstances may enable a student to defer an examination or coursework to a later date or grant them 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 a student believes that they have studied a unit effectively, but that Special Circumstances have had a serious adverse effect on their continuous performance or performance in an examination, they 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%)**

APPLYING FOR SPECIAL CIRCUMSTANCES

A list of acceptable examples for application for Special Circumstances is listed below:

Study-related issues beyond the student's control	Unforeseen technical, mechanical difficulties or network failures, last minute loss of work due to IT problems.
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Illness, accident or severe trauma or 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.
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.
Serious illness of a close relative	A case of unforeseen accident or serious deterioration of an ongoing illness
A significant change to the condition or circumstance of someone for whom the student has a caring responsibility.	
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.

- To apply for Special Circumstances, students should complete the form available on the Student Hub in the Special Circumstances and Coursework Extension area. This is accessed via the red button labeled Special Circumstances Form.
- Complete the form in full and attach the relevant documentary evidence (any notes on examination scripts to examiners will be disregarded).
- Applications are reviewed by the Academic Director and Vice Principal. You should check your form on the portal for any updates made.

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 agreement to this on the submitted form).
- 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 applications and supporting documentary evidence are submitted through the College's secure online portal. Access to this portal is strictly limited to authorised members of staff involved in the consideration and administration of Special Circumstances claims.

All information provided is processed and stored in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. The College is committed to ensuring that your personal data is handled lawfully, fairly, and transparently, and that confidentiality is maintained throughout the process.

Once the results of all assessments for the academic year have been confirmed by the Board of Examiners, your Special Circumstances submission will be retained in accordance with the College's data retention policy.

New applications are required if your Special Circumstances apply to multiple assignments (ie a new application for each assignment impacted) and/or continue into the following academic year.

You are advised to keep a copy of your completed Special Circumstances form and any supporting evidence for your own records.

Please note that, while all information is treated in strict confidence, there are exceptional circumstances where the College's duty of confidentiality may be overridden, specifically, if there are serious concerns about your health and safety or that of other people.