



OCNSWR Extenuating Circumstances Policy

Extenuating circumstances are defined as circumstances which are exceptional and:

- Are outside a student's control
- Can be corroborated by independent evidence
- Occurred during or shortly before the assessment in question
- May have led to an unrepresentative performance in relation to the student's previously demonstrated ability

Access Centres must have in place clear guidelines on what constitutes extenuating circumstances and the appropriate actions required by both tutor and student/student.

Corroborating evidence may include a medical note, an official document such as a police report, court summons or other legal document. There may be circumstances where the centre must respect the confidentiality of personal disclosures or due to the circumstances (e.g. death of a close relative). In these cases the matter should be brought to the attention of the External Moderator and further guidance can also be sought from the Access to HE Officer.

Tutors who consider that a student is eligible for special consideration because of extenuating circumstances should contact the Access to HE officer **at the earliest opportunity** to request permission to make special arrangements. Evidence of the need for special arrangements should be shown to the Internal and External Moderators along with the student's work.