



Cambridge Muslim College Extenuating Circumstances Policy

Committee: Extenuating Circumstances Committee (EC)

Next Review Date: April 2025

Effective date: 1 July 2024

1. Purpose

This policy sets out the associated procedures for managing student requests for extensions based on extenuating circumstances, with the aim of ensuring consistent and fair treatment for all.

2. Scope

This policy applies to students registered on all taught programmes.

3. Responsibility

- 3.1. Responsibility for implementing the extenuating circumstances policy lies with the Chair of the EC.
- 3.2. It is the responsibility of the Student Services Senior Officer to log all requests in the related student records.
- 3.3. It is the responsibility of student to:
 - a. submit the related form to the Student Services Senior Officer by email
 - b. see support and advice from the College Welfare Officer
 - c. seek professional help, where relevant, to assist in resolving circumstances that are affecting them adversely

4. Principles

- 4.1. The College recognises that a student may suffer from a serious and unforeseen event or set of circumstances, which, in the student's opinion, adversely affects their ability to complete an assessment and/or sit an exam. In such cases, a student may make a formal request that the College's extenuating circumstances procedures are applied.
- 4.2. To be considered extenuating circumstances, such difficulties must meet **all** the following criteria:
 - a. to have been out of a student's control and could not have been prevented

- b. to have had a demonstrably negative impact on a student's ability to undertake an assessment
- c. the timing of the circumstances must be relevant to the impact claimed

4.3. The type of circumstance must also be covered by **one of the following** categories:

- a. significant physical or psychological illness which last more than 7 calendar days; (for medical evidence please refer to Appendix 2)
- b. compassionate grounds, i.e. death of a member of immediate family (parents, siblings, children, grandparents, uncles and aunts) within a week of the deadline or the exam;
- c. sudden deterioration in a long-standing medical condition or disability;
- d. legal proceedings requiring attendance at court (e.g. as a witness or juror);
- e. visa renewal or expiry issues affecting overseas students.

4.4. The following would **not** be accepted as valid reason for an extension:

- a. misreading information about submission deadlines;
- b. holiday arrangements;
- c. social and work commitments;
- d. illness that last less than 7 calendar days;
- e. technical software, hardware, network or internet problems.

4.5. The College will treat all extenuating circumstance applications confidentially, fairly and promptly. Information may need to be shared with the Board of Examiners as per its requests.

4.6. When dealing with a student's assignment which has been affected by extenuating circumstances, the assignment should be assessed only against the marking criteria.

4.7. Students need to be aware that if they are applying for extension within 5 days of their deadline, they may not receive the decision of the panel, either approved or denied, until after the deadline has passed. Thus, a student is advised to continue working on their assignments. An assignment that is submitted late due to a declined extension request will be considered a late submission and may not be marked.

4.8. The College aims to respond to the student requesting an extension within 3 working days, but this may be delayed pending the submission of evidence from the student.

4.9. A student who fails to comply with an assessment deadline and does **not** follow the extenuating circumstance procedure will be in breach of the College's Assessment Policy.

4.10. A student who fails to attend an examination and does **not** follow the extenuating circumstance procedure will be in breach of the College's Assessment Policy.

4.11. Extenuating circumstances cannot excuse academic misconduct.

4.12. If a student feels the College did not follow its own procedures when refusing permission for extenuating circumstances, they may appeal, or complain, following the procedure laid down in the Complaints Policy.

5. Appeal

5.1. Should an extension application be rejected, and a student suffer penalty or other negative consequence, the student may appeal to the Registrar for a final decision.

6. References

- Deferral Request Form (Appendix 1)
- [QAA UK Quality Code for Higher Education, Advice and Guidance- Assessment](#)
- [Assessment Policy](#)
- [Student Complaints Policy](#)

7. Procedure

- 7.1. To avoid being penalised for late submission, students whose circumstances meet the admissible grounds must make an application for an extension based on extenuating circumstances by completing a Deferral Request Form (Appendix 1) and submitting it to EC@cambridgemuslimcollege.ac.uk.
- 7.2. The Deferral Request should be made at the earliest opportunity i.e. as soon as the situation is foreseen, or as soon as possible, but no later than 7 calendar days after the circumstances apply.
- 7.3. If a student fails, without good cause, to provide information about extenuating circumstances within the timescales specified, the College has the authority to reject the request on those grounds. Only in very exceptional circumstances, i.e. hospitalisation with no access to a means of communication, will an application be considered after the published deadline has elapsed.
- 7.4. Students are responsible for providing evidence demonstrating their claimed extenuating circumstances, i.e. a sick note from the GP or hospital. This should be submitted at the same time as the Deferral Request or within 3 working days of the Deferral Request or, if it is not possible to submit evidence within 3 working days, they must submit a statement that evidence will be submitted within 7 working days.
- 7.5. After logging the documentation and request in the student records, the Student Services Senior Officer will pass the completed application to the EC Committee for review.
- 7.6. The Student Services Senior Officer will verify the authenticity of evidence submitted and share both the related form and evidence with the EC Committee members.
- 7.7. The panel will discuss the application and make a decision as per the ToRs of the EC Committee.
- 7.8. The Secretary of the EC Committee will inform the student in writing of the outcome of their request.
- 7.9. The Secretary of the EC Committee will file the enquiry and the EC decision in the related student records.

8. Repeated Applications

- 8.1. If a student makes more than 3 extension requests in a single academic year, the case will be referred to a panel consisting of the Registrar, the Academic Director and the Welfare Officer, who will make a recommendation to the Head of the College regarding the student's fitness for continued study.

8.2. The panel may recommend to the Head of the College one of the following:

- a. Time management or study skills training
- b. Further medical investigation
- c. Rejection of any further extension requests from that student
- d. Acceptance of an extra request if circumstances unmistakably and objectively warrant
- e. Advice to the student to defer their study to the following year.


9. Discretionary Authority of the Board of Examiners

- 9.1. Decisions regarding extenuating circumstances will be reviewed by the Board of Examiners, which has the authority to:
- a. Provide a student with the opportunity to take the affected assessment(s) as if for the first time i.e. a ‘sit’ or ‘submit’, allowing them to be given the full marks achieved for the examination or assessment, rather than imposing a cap
 - b. Waive late submission penalties
 - c. Determine that there is sufficient evidence of the achievement of the intended learning outcomes from other pieces of assessment in the module(s) for an overall mark to be derived
 - d. Note the accepted extenuation for the module(s) and recommend that it is taken into account at the point of award and classification
- 9.2. The Board of Examiners, depending on the circumstances, may exercise discretion in deciding on the particular form, any reassessment should take. Options are a viva voce examination, additional assessment tasks designed to show whether the student has satisfied the programme learning outcomes, review of previous work, or normal assessment at the next available opportunity.
- a. The student will not be put in a position of unfair advantage or disadvantage: the aim will be to enable the student to be assessed on equal terms with their cohort.
 - b. The module marks released following the meeting of the of Examiners should clearly identify results where extenuation has been considered and applied.
 - c. If extenuating circumstances cause a student to fail more than one module, the student may be offered the option to re-take the entire year, re-attending classes and submitting the required assignments (assignments submitted will be on different questions than those submitted in the previous year). The option of re-taking a year will be at the discretion of the Board of Examiners and fees may be incurred for the extra year of studies. A student may re-sit a year only once.
 - d. If the extenuating circumstance persists and a student is unable to continue with their coursework, they will be encouraged or directed to defer their studies to the following year.

REVISION HISTORY

Revision #	Effective Date	Description of Change	Signature
00	March 2017	New Document	
01	25 April 2018	1. Formatting change 2. Policy number assignment	

		3. Changes to form	
02	28 November 2018	<ol style="list-style-type: none"> 1. Cases of extenuating circumstances are reported to the Faculty Board not the Academic Advisory Board. 2. Whenever medical reasons are cited for extenuating circumstances for other than sitting an examination, students are only required to offer a witness certificate for illness. A doctor note is required if extenuating circumstances impact sitting an examination. 	
03	15 March 2021	<ol style="list-style-type: none"> 1. Update the References of QAA UK Quality Code for Higher Education 	
04	May 2021	<ol style="list-style-type: none"> 1. Update the form (Appendix 1) to include a space for committee feedback. Form version is updated to 200.016.02 2. A student who fails to attend an examination and does not follow the extenuating circumstance procedure will be in breach of the College's Assessment Policy not the Attendance Policy. 	
05	June 2022	<p>Update the policy in response to IR conditions as following:</p> <ol style="list-style-type: none"> 1. List the circumstances that can be accepted as Extenuating Circumstances and the ones that are not considered as Extenuating Circumstances 2. Update the procedure to reflect the investigation panel to be the AAAC instead of the selective panel. 	

		<ol style="list-style-type: none"> 3. Update the responsibility to the Chair of AAAC instead of the BA Manager 4. Add Guidance for medical evidence under Appendix 2. 	
06	11 June 2024	<ol style="list-style-type: none"> 1. Update the responsibilities to match the updated EC Committee membership. 2. Update the process to be more consistent and clearer to the students. 3. Add a new paragraph about Repeated Applications. 	<p>Quality Assurance Manager</p> <p><i>Z Alkhatib</i></p> <p>Chief Executive</p> 

Appendix 1



**Cambridge Muslim College
Deferral Request Form**

This Deferral Request Form is designed for use with the College’s Extenuating Circumstances Policy. Please ensure that you have read and understood the policy before completing this form. Please pass this completed and signed form to the Secretary of the ECC on ECC@cambridgemuslimcollege.ac.uk

Contact information	
First name	
Family name	
Student number	
Preferred telephone number	
Preferred email address	

Do you have a disability or specific learning difficulty you would like us to be aware of when considering your deferral request? If yes, please specify.	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Which assessment do you want to defer? Please list all assessments and their due dates.
Do you have an extenuating circumstance? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please choose the category that best describes your circumstances <input type="checkbox"/> Ill-health or accident <input type="checkbox"/> Visa renewal or expiry issues affecting overseas students <input type="checkbox"/> Compassionate grounds (e.g. Bereavement, serious family issues, unexpected travel)

Other

Reason for your application to defer

Please provide an explanation why you are applying to defer an assessment, continuing on a separate sheet if necessary. You will need to show that the circumstances:

- are/were out of your control – they could not have been prevented
- must have/have had a demonstrably negative impact on your ability to complete an assessment
- the timing of the circumstances must be relevant

Please indicate which evidence is provided.

- Medical certificate Police report Death certificate
- Other (state evidence)

Please check:

- I have completed all sections of this form.
- I have included supporting evidence.

DECLARATION

I confirm that I give my consent for the enclosed supporting medical evidence to be submitted and made available, on a confidential basis, to the members of the ECC Committee.

Signature	
Date	

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For college use only

Evaluation/ Outcome - (For Faculty members use only)

<p>Member 1</p> <p>Name and Signature: Date:</p> <p>Member 2</p> <p>Name and Signature: Date:</p> <p>Member 3</p> <p>Name and Signature: Date:</p>
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Decision- (For Chair of ECC use only)

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Appendix 2



Cambridge Muslim College Guidance for medical evidence

This guide is for students who submit Deferral form on medical grounds to the College requesting an extension for the deadlines. You can share these notes with your medical practitioner to assist them in providing your medical evidence.

Medical evidence could be a letter from your GP, therapist, psychiatrist or any other relevant medical professional including hospital admission preferably from a doctor based in Cambridge.

1. If you were unwell during the week of your assignment deadline or exam/s, the medical evidence should refer to that period. If you have a long-term condition and your symptoms worsened, although the medical letter could provide an overview or history of your medical condition, the emphasis should be on the time in question. It should detail what those symptoms were, how they affected your day-to-day life, your ability to study and engage with your studies, and your preparation for or performance during an exam/ assignment.
2. If you were unwell on the submission deadline or an exam, you are expected to seek medical support on the day or as soon as possible. You are also expected to contact the welfare officer and/or your Tutor and, if possible, your GP. If you contacted your GP to arrange an appointment that was offered to you at a later date, you could ask the surgery to write a note confirming the date you first contacted your GP, details of the conversation and the date of the appointment offered to you.
3. The medical evidence should confirm you were unwell and explain the impact the health issues had on your studies, attendance, examinations, etc. The medical professional should provide details of your symptoms, a diagnosis if available (which includes the nature and severity of the illness) or confirmation of further investigations and medication prescribed or recommended. If you experienced side effects from medication, you might wish to ask the doctor to confirm those side effects and the impact they had on your day-to-day life and your ability to study.
4. A hospital admission would need a shorter explanation compared to a condition that would need detail of your medical history and background information.
5. For mental health related conditions, medical evidence would need background information, assessments, diagnosis or possible diagnosis, a treatment plan if available, and an explanation of how the condition is likely to have affected your studies and/or exams.

6. Some medical practices might require a fee to provide medical evidence. The college cannot cover these costs.

7. The evidence should be on headed paper which includes the full address and role title of the practitioner, dated and signed by the practitioner.