

P309 Extenuating Circumstances Policy for Higher Education Learners

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	CAFRE Quality Manual Index	CAFRE Website (Tick as appropriate)
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P309 Applying for Extenuating Circumstances to be taken into Consideration

P309 Extenuating Circumstances

Version History

Version	Description of Changes	Date
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1. Introduction

Extenuating circumstances are circumstances which are beyond your control which may cause you to perform less well or be unable to attend/ submit course work and examinations. Extenuating circumstances will be of a medical or personal nature that affect you for any significant period of time and/or during the examination period.

2. Scope

2.1 This policy applies to all CAFRE Higher Education Programmes with the exception of Queen's University Belfast (QUB) validated programmes who follow the respective QUB policy.

3. Objectives

- 3.1 To establish a system which allows learners on Ulster University validated programmes whose performance has been adversely affected by circumstances beyond their control to apply to have these extenuating circumstances taken into consideration.
- 3.2 To establish a common approach for consideration of extenuating circumstances
- 3.3 To provide documentary evidence of situations where extenuating circumstances have been taken into consideration in the event of a query.

4. Definitions of Extenuating Circumstances

Extenuating circumstances are circumstances beyond the learners control which:

- Will prevent the learner from attending or completing an examination
- Will prevent the learner from submitting coursework on time

5. Procedure

- 5.1 Learners who wish to apply for extenuating circumstances to be taken into consideration must apply in writing to the Course Director using Form D309.1.
- 5.2 Applications for extenuating circumstances must be submitted:
 - For examinations as soon as possible after the examination and not later than 5 working days following the examination;
 - For coursework by the date when the coursework was due to be submitted.
- 5.3 Applications must be supported by documentary evidence where available and detail the impact of the extenuating circumstances.

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- 5.4 The Course Director will consider the application for consideration of special circumstances, and will record their decision on Part B of form D309.1 normally within two working days of receipt of the application.
- 5.5 Where an extension to the deadline for submitting coursework has been granted, the learner will not normally be given more than a further 10 working days to submit the work, without penalty.
- 5.6 Where extenuating circumstances were deemed to have affected work for a piece of coursework or for an examination, the learner will be required to undertake an additional piece of coursework or sit the examination without the imposition of the CAFRE resit financial penalty.
- 5.7 The Course Director will copy the completed application for extenuating circumstances. The original will be filed in the learner file, one copy placed in the Module File, and a copy will be sent to the learner to notify them of the outcome of the application.

6. Appeals

The learner has the right to appeal a formal decision made by CAFRE. This means that the learner is requesting another individual (or a number of individuals) with the appropriate authority to review the previous decision.

The appeal must be submitted in writing by post or email to CAFREappeals@daera-ni.gov.uk within 10 days of the original decision being made.