

Document Name and Version	3.7b Extenuating Circumstances Procedure.
Policy Number	3.7b
Policies that Interact with Policy 3.7	Policy 3.7a Extenuating Circumstances Policy 3.6 Policy and Procedure for Late Submission of Coursework Policy 4.2 Policy and Procedure for Programme Withdrawal Policy 4.3 Fees Policy
Approval Body	Academic Council
Date of Approval	February 2020
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Date of Review	2025
Revisions	

Section 1 - INTRODUCTION

Purpose and Parent Policy

(1) This procedure outlines the steps by which a student may make a case for extenuating circumstances to be considered in respect of an assessment in line with **the Extenuating Circumstances Policy (Policy 3.7a)**.

Responsibilities

Student Responsibilities

(2) The student is responsible for providing original and verifiable evidence of the circumstances affecting their efforts.

(3) The student is responsible for making reasonable use of the policies, procedures and support services of the College so that they may, insofar as possible, negate any impact of personal circumstances on their effort (for instance, applying for reasonable accommodation).

(4) The student is responsible for raising the subject of extenuating circumstances with the College in a timely manner

Faculty Responsibilities

(5) The Programme Director/Leader, or nominee, is responsible for assessing a claim of extenuating circumstances affecting performance in assessment and for granting any outcomes in line with the **Extenuating Circumstances Policy (Policy #3.7a)**.

Section 2 - PROCEDURE FOR APPLYING FOR MITIGATION OF EXTENUATING CIRCUMSTANCES

Application

(6) Where a student feels that extenuating circumstances have obstructed them in making a reasonable attempt at their assessment, the student can make an application for consideration of extenuating circumstances.

(7) Applications must be made in writing for consideration by the Programme Director/Leader using the appropriate form (Appendix 1).

(8) Information about the circumstances to be considered:

- a. When the circumstances arose
- b. The impact of the circumstances
- c. What mitigation the student is seeking in respect of the circumstances

(9) Applications must be made in a timely manner (as soon as practicable by the student once they become aware of the impact of the extenuating circumstances).

(10) Applications must normally be accompanied by evidence of the extenuating circumstances.

(11) Where evidence is not immediately available, consideration of the application may not be made until after evidence is forthcoming.

Consideration

(12) The application is considered by the Programme Director/Leader, or nominee from Faculty, in line with the Extenuating Circumstances Policy (Policy #3.7a), to determine:

- a. If the circumstances referred to qualify as extenuating circumstances
- b. If there is sufficient verifiable evidence to support the application
- c. What mitigation, if any, can be offered to the student

(13) The Programme Director/Leader may refer the student to the Student Support Officer based on consideration of their circumstances.

Outcomes

(14) The student is advised by the Assessment and Awards Team of the outcome of their application in writing within five working days of receipt of the application.

(15) This written notification will include specifics of the outcome, e.g. a revised submission deadline.

(16) In all cases where extenuating circumstances are granted, the relevant Assessor will be advised as such, but will not be made aware of the circumstances. The Assessor will also be notified of any revised deadlines or repeats.

(17) Where Extenuating Circumstances are not granted, the normal regulations apply to the student as well as the normal sanctions for non-compliance.

(18) All assessment grades are provisional until agreed by the Board of Examiners — consequently, extenuating circumstances may also be confirmed by the Board of Examiners.

Applications During an Assessment Event

(19) Where an application for extenuating circumstances is made while an assessment or examination period is ongoing, the following procedure applies:

- a. Until a decision is made, the student's effort is considered and graded as normal.

- b. Any subsequent amendment or proposed action as a result of the student's extenuating circumstances will be communicated to the Board of Examiners.

Right of Appeal

(20) The student may appeal the decision, as laid out in the Appeals Policy.

Appendix – 1

Prior to completing this form, please read the Extenuating Circumstances Policy and the Extenuating Circumstances Procedure which can be found online at the [IICP website](#).

Guidelines for completing this form:

Read the Policy and Procedure on Extenuating Circumstances
Contact Student Support if you would like to discuss this option prior to applying: studentservices@iicp.ie
Complete sections 1 and 2 and submit as a WORD document and in no other format to Assessments and Awards Office: dena@iicp.ie
You should submit this form in a timely manner.

Student Information and Declarations (completed by the student)

Student Details

Name	
Student Number	
Programme	
Programme Cohort	

Checklist and Declaration

Complete this checklist prior to submitting

Statement	Tick
I have read and understood the Extenuating Circumstances Policy and Extenuating Circumstances Procedure before completing Section 2 below.	<input type="checkbox"/>
I have included verifiable evidence in support of my application, if appropriate.	<input type="checkbox"/>
I have completed this form to the best of my knowledge and included all relevant information.	<input type="checkbox"/>
I understand that it is my responsibility to demonstrate that extenuating circumstances have substantively affected my performance in this assessment.	<input type="checkbox"/>
I confirm the information provided is accurate per my knowledge.	<input type="checkbox"/>
Signed	
Dated	

Circumstances (completed by the student)

Assessment

Identify the assessment you believe was affected by your circumstances
Module:
Title of Assessment:

2.2 Circumstances

Describe the circumstances, addressing each of the following factors: -How they specifically impacted on your performance in the above assessment -Any actions you may have taken to address the circumstances -Any relevant supports you requested from the College (if applicable) -Please note that the circumstances you describe should be specific to this assessment. If you have quoted these circumstances previously in an Extenuating Circumstances application please note that clearly here.

When did the circumstances arise? Please give specific dates (note whether they are ongoing or bound to a specific timeframe). You may note any actions you are taking to address the circumstances if appropriate.

Evidence

Summarise the evidence you have in support of your appeal, which may be appended to your application.

Determinations (completed by the College)

Verification Checklist

Checklist	Y/N
Student declaration complete?	
Evidence verified?	
Refer to the Board of Examiners?	
Refer to the Head of School/Programme Director for action?	
Outcome	Y/N
Have the Extenuating Circumstances been approved?	
Please select the outcome <ul style="list-style-type: none"> a. No mitigation – where students are required to complete the assessment as normal, which will be graded as normal <input type="checkbox"/> b. An extension – a revised deadline for completion of an assessment task <input type="checkbox"/> c. Use of a repeat opportunity as a first fair attempt <input type="checkbox"/> d. A recommendation to the Board of Examiners to revise a mark in light of the circumstances evidenced and the original grade for the assessment task (which is not a comment on the soundness of any original academic judgement) <input type="checkbox"/> e. Another outcome agreed in writing with the College and approved by the Head of School/Programme Director <input type="checkbox"/> 	
Brief Outline of Grounds for Decision	

Completed by (completed by the College):

Name/Signature	
Date	