

# Exceptional Circumstances

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# Exceptional Circumstances

A key focus of Nexus ICA's educational ethos is person centred education. We understand that the educational experience for everyone is unique but is also best supported within a community of learners and educators. Sometimes circumstances occur that make it difficult to engage with your study to the best of your abilities. When this happens, you can make use of the Exceptional Circumstances policy.

You may apply **before the deadline** of an assessment for an extension or mitigation to grant the deadline's adjustment. Take note that these two options result in differing amounts of adjustment and your choice should be considered in response to your circumstance. Take extra care to apply for the right one, as once an application has been made, you cannot apply for the other. Both applications require approval before being in place.

Applications for an extension or mitigation before the deadline can be self-certified, without the requirement for evidence **three times per academic year**. However, evidence should be provided if requested by Nexus ICA. This self-certification allowance can be used for either extensions or mitigations in any combination, provided the total number of self-certified requests do not exceed three. Provided your request meets the criteria, a self-certified application will be approved.

You may apply **after the deadline** of an assessment for mitigation, where personal circumstances outside of your control prevented you from submitting or passing. This process may include the review of your application by a Mitigation Panel at UWL before being approved.

This policy outlines:

- The conditions around an extension and mitigation
- How to submit all applications
- Examples of legitimate mitigating circumstances
- How to appeal a mitigation claim

## UWL Policy

The UWL policy for the regulations relating to exceptional circumstances can be found here:

<https://www.uwl.ac.uk/about-us/policies-and-regulations/academic-regulations-exceptional-circumstances>

## Nexus ICA Processes

*Nexus ICA processes differ from the UWL processes stated in the above policy in the following ways:*

## Extensions

Applications for the extension of a deadline can only be made before the assessment deadline and should be made via Nexus ICA's form [which can be found here](#). Extensions grant you **ten calendar days from the original deadline** and will be followed up with a tutorial to discuss the implications of the extension on other upcoming deadlines and how to ensure future support.

## Mitigation

Applications for mitigation can be made before or after the assessment deadline but each require a different process of application.

### **Before the assessment deadline**

Applications for the mitigation of an assessment made before the assessment deadline should be made via Nexus ICA's form [which can be found here](#). A successful mitigation application will grant a further attempt of a failed module. Your application will require supporting evidence.

Requests that don't appear to meet the criteria for mitigation may be sent to a mitigation panel at UWL.

### **After the assessment deadline**

Applications for the mitigation of an assessment made after the assessment deadline should be made via Nexus ICA's form [which can be found here](#) and requires evidence (as stated in 13.6.2). A successful mitigation application will grant a further attempt of a failed module. Your application will require supporting evidence.

Requests that don't appear to meet the criteria for mitigation may be sent to a mitigation panel at UWL.