

Exceptional Circumstances

Responsibility of	Course Management Team
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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 each individual 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 postponement to grant the deadline's adjustment. Take note that different circumstances and different types of assessment require different processes. All will include consultation with Nexus ICA staff and some may require evidence before being approved.

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

This policy outlines:

- The conditions around an extension and postponement
- 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/sites/default/files/Departments/About-us/Web/PDF/policies/extension_postponement_and_mitigation_policy_and_process.pdf

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 should be made via Nexus ICA's form [which can be found here](#). Extensions grant you **five 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.

Further Extensions

Applications to further extend the deadline should be made via Nexus ICA's form [which can be found here](#). Further Extensions grant you an **additional five calendar days** from the original deadline and require a consultation with your module or course leader for approval.

Postponements (Type 1: Scheduled Assessments)

Applications for postponement should be made via Nexus ICA's form [which can be found here](#). Postponement Type 1, grants the rescheduling of assessments that are scheduled or timetabled, such as in-class tests, performances, vivas, presentations or similar. The rescheduled

assessment will take place at **the next scheduled opportunity** and will require a consultation with your module or course leader for approval.

Postponements (Type 2: Coursework Assessments)

Applications for postponement should be made via Nexus ICA's form [which can be found here](#). Postponement Type 2, grants the rescheduling of assessments beyond that which an extension can provide. The rescheduled assessment will take place at a time to be agreed dependent on the circumstances surrounding the application. Your application will require a consultation with the course leader and may require evidence before approval.

Mitigating Circumstances

Nexus ICA **does not** process applications for mitigation. Applications for mitigation must be made via UWL's form [which can be found here](#) and can only be applied for after the results are published. A successful mitigation application will grant a further attempt of a failed module. The process will require your application and supporting evidence to be reviewed by a Mitigation Panel at UWL before approval.