

HE10 Additional Consideration and Short Extensions Policy



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HE10 Additional Consideration and Short Extensions v.6

Policy Name and Reference	Additional Consideration and Short Extensions (HE10)
Version	6.0
Name of Responsible Committee	HECQS
Job Title of Responsible Author	HE Quality Officer
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Application to Collaborative Provision	Mandatory

Revision History

Version Number	Date	Type of Amendment	Change Detail
3.1	Sep 2018	Replacement Policy	New
3.1.1	Sep 2019	Minor Amendment	Update to replace Progression and Standards Committee with HE Quality Assurance Committee.
3.1.2	Feb 2020	Minor Amendment	Addition of temporary disaster recovery methods
4.0	Sep 2021	Major Review	Updated to reflect change in institutional name. Updated to include ERC/Huddersfield.
5.0	Sep 2022	Major Review	Updated to reflect change in policy name
6.0	Mar 2025	Major Review	Updated to reflect process for accessing application forms is the same across all sites Remove references to specific partner HEIs/awarding institutions and their processes

If you need any further advice on how the regulations work, you should contact the HE Quality Office.

HE Quality Office heqa@tecpartnership.ac.uk

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1.0 Introduction

1.1 This policy has been developed to ensure clarity of systems relating to applications for additional consideration and short extensions. Periodically students experience difficulties that impact upon their abilities to meet their academic obligations. A student may be unable to perform to their usual academic standard, complete assessed work to deadline or attend an examination due to illness or exceptional personal circumstances. This policy reflects TEC Partnership's commitment to safeguarding academic standards, whilst ensuring support is available and that fairness exists towards all students with regards to the assessment process. In using this code of practice other documents may need to be considered.

1.2 The policy brings together a range of processes relating to additional consideration and short extensions which are intended to maintain TEC Partnership's commitment to:

- i) cross institutional consistency in the procedures for dealing with additional consideration and short extensions that are likely to be applicable to different forms of assessed material
- ii) making appropriate provisions for students who may need special assessment arrangements where practicable
- iii) the maintenance of academic standards
- iv) rigour, probity, and fairness.

1.3 TEC Partnership acknowledges that in every instance it will refer to the awarding institution/partner HEI's regulations or policies appertaining to additional consideration and short extensions by students studying on programmes validated outside of TEC Partnership.

1.4 Both the Additional Consideration Board and Short Extensions Panel will normally consider applications prior to the board of examiners. Recommendations must be reported to the Chair of the board of examiners and approved by the board as appropriate.

1.5 In instances where additional considerations are granted beyond an end of year board of examiners, students should seek guidance from their programme leader regarding the possibility that permission to progress (or proceed) to the next level of their award, or the award of their final classification (and opportunity to graduate with their fellow students) may be delayed until a board of examiners scheduled at a later date.

1.6 In every instance it is the student's responsibility to submit any application for additional consideration or short extensions.

1.7 Where a student is, for good reason, unable to submit their application for additional consideration or short extensions personally, these may be submitted on his or her behalf by another person. The reason for such submission shall be notified with the submission, and independent evidence of it produced. Situations such as these will only be allowed in exceptional circumstances and will normally be limited to third-party submissions on account of a serious health condition experienced by the student.

1.8 For the purpose of this policy and for instances relating to approved extensions, the Additional Consideration Board will take all days as equal when considering a new date for submission of an assessment.

1.9 Details of additional consideration or short extensions applications will remain confidential to the membership of the Additional Consideration Board and Short Extensions Panel, except when the written requirements of a programme of study accredited by a professional or statutory body and accepted at the validation of that programme of study, require a wider disclosure, where a student makes an appeal or in instances where the student identifies a safeguarding risk.

2.0 Short Extensions for awards approved by TEC Partnership

2.1 Short extensions may be applied for when a student faces a situation that affects their ability to submit or complete an item of assessed work for the published deadline.

2.2 Short extension applications cannot be made for exams.

2.3 Whilst reasons that affect a student to submit work on time may be acute, severe, unforeseen, significantly disruptive and outside a student's control, the short extensions panel will consider all claims with respect to the seriousness of the circumstances put forward. Some examples of reasons for an application may include:

- i) family problems such as death in the family, separation of parents, illness of a close family member
- ii) personal problems such as victim of a crime or relationship issues such as divorce
- iii) illness or medical problems
- iv) birth or adoption of a child

2.4 The following are not normally acceptable as grounds for claiming short extensions:

- i) computer/IT failure of student's own equipment
- ii) transport problems
- iii) misreading of assessment or examination dates and times.
- iv) moving house
- v) getting married
- vi) holidays or expeditions
- vii) inadequate planning, organisation, or time management
- viii) timetabling of assessments or examinations
- ix) demands of paid employment (although for students on a part-time programme this may, in exceptional circumstances, be considered)

2.5 Applications for short extensions must be submitted no later than 48 hours after the submission deadline using the prepopulated form available for download from Pro-Portal.

2.6 In every instance short extension applications must be supported by a statement summarising the reasons for the application and related appropriate documentary evidence.

2.7 Applications for short extensions must be submitted electronically to HEextensions@tecpartnership.ac.uk

2.8 Outcomes from short extension applications will normally be communicated within 48 hours of making the request.

2.9 An approved short extension may be granted up to 10 working days for the new deadline.

3.0 Definitions, Claims and Timescales for Additional Consideration

3.1 Additional consideration refers to situations that:

- i) affect, or are likely to affect a student's academic performance in assessed work
- ii) affect, or are likely to affect a student's ability to submit or complete an item of assessed work for the published deadline
- iii) prevent attendance at an examination.

3.2 This policy recognises that sometimes students and staff inadvertently use different words or terms when referring to additional consideration for example 'mitigation' or 'extenuating circumstances'. However, within this code the term 'additional consideration' is used as an 'umbrella' term to describe three distinct categories, these being:

- i) impaired performance - lower performance than would usually be expected within assessed work due to extenuating circumstances
- ii) non-standard extensions - where extenuating circumstances have obstructed a student's ability to complete an assessment by the scheduled deadline or an extension is required beyond a short extension
- iii) absence with good cause - for reasons of extenuating circumstances, a student may require permission to be absent from a scheduled assessment for example an examination. Within this policy a scheduled examination also refers to any other assessment such as a performance or presentation that requires a student to be in attendance throughout the assessment.

3.3 Whilst extenuating circumstances are often acute, severe, unforeseen, significantly disruptive and outside a student's control, the Additional Consideration Board Panel will consider all claims with respect to the seriousness of the circumstances put forward. Some examples of additional consideration include:

- i) Significant short-term physical illness or injury;
- ii) Significant short-term mental ill-health
- iii) A long-term or chronic physical health condition, which has recently worsened temporarily or permanently;
- iv) A long-term or chronic mental health condition, which has recently worsened temporarily or permanently;
- v) Death or serious illness of a person which whom the student has a close relationship;
- vi) A long-term relationship breakdown, such as a marriage;
- vii) Exceptional (i.e. non-routine) caring responsibilities;
- viii) Experience of sexual harassment or assault;
- ix) Experience of other types of harassment;
- x) Victim of a crime which is likely to have significant emotional impact;
- xi) Military conflict, natural disaster, or extreme weather conditions;
- xii) Severe financial difficulties;
- xiii) Catastrophic technical failure preventing the submission of an online time-limited examination by the published deadline;
- xiv) Exposure to a difficult/challenging home environment;

xv) Psychological distress caused by a traumatic event that affects a particular group within society (collective trauma) and which has had a significant impact on a student's ability to meet an assessment deadline.

In i-xv above, students may not be able to

- i) complete an assessment(s) for the published deadline
- ii) attend an examination, performance, or presentation
- iii) attend work-based learning as defined within the requirements of a programme of study or as part of an assessment

In such instances an approved extended deadline or granted absence from a scheduled assessment (until a specified later date) may be possible. Similarly, in examples i-xv, students may find that their impact may result in lower than expected performance and therefore an application for consideration of impaired performance may be possible.

3.4 The following are not normally acceptable as grounds for claiming additional consideration:

- i) A long-term or chronic health condition (including mental ill-health) which has not worsened recently;
- ii) A minor short-term illness or injury, which would not reasonably have had a significant adverse impact on assessment;
- iii) Circumstances which were foreseeable or preventable;
- iv) Holidays;
- v) Pressure of academic work (unless this contributes to ill-health);
- vi) Poor time-management;
- vii) Lack of awareness of dates or time of assessment submission or examination;
- viii) Failures of equipment, including IT systems and computer viruses. These will only be accepted when they occur site-wide, nationally, or internationally and can be verified by an independent source;
- ix) Attending an interview for a job or placement. Where an interview for employment or a work placement clashes with a scheduled assessment, a student is expected to rearrange the interview for a more appropriate time, if the employer has the flexibility to do that;
- x) Requests relating to group assessment, particularly in relation to the planning and preparation (e.g. intra-group conflict or absence/non-cooperation of one or more group members). Instead these should be reported directly to the Module Tutor at the earliest opportunity;
- xi) Routine commitments to paid or voluntary employment.

3.5 To claim absence from an examination, there are only three acceptable reasons:

- i) Medical circumstances - occurring at the time of the examination. Examples of evidence that may be used include a medical certificate (including self-certification), or letter from a medical practitioner (e.g. doctor, nurse, counsellor).
- ii) Bereavement - of family or close friend (including attendance at funeral). Examples of evidence that may be used include a family announcement for example newspaper notice, or a letter from an appropriate person confirming the details, or a copy of the death certificate. The panel must be satisfied that the applicant has a clear relationship to the deceased.

iii) Transport difficulties - being unable to get to the examination because of transport difficulties of an 'unpredictable' and 'uncontrollable' nature and where alternative arrangements could not be made within reasonable time. Examples of evidence that may be used include an accident report. A car breaking down on the way to an examination or failure to arrange a flight which will arrive in good time will not be considered.

3.6 Additional consideration applications should be made prior to the assessment deadline/ scheduled examination date and must be submitted no more than 14 days after this date. Requests submitted after this period will not normally be considered. There must be compelling circumstances why this was not done such as maladministration by the college or circumstances which prevented submission e.g. hospitalisation.

3.7 Additional consideration applications should only apply to the current academic year. The board will not assess additional consideration applications relating to previous academic years.

3.8 All applications must include a statement summarising the reasons for the application and be supported with related appropriate evidence that is valid, reliable, and complete; applications without suitable evidence may be refused. For example, claims based on medical circumstances must be supported with evidence such as a letter from a relevant practitioner (GP, nurse, counsellor, social worker).

3.9 It should be noted that where a claim relates to 'difficulties' in a student achieving suitable work related experience and which subsequently prevents completion of the requirements of a programme of study; or a work related assessment(s) as per the scheduled deadline; or an assessment(s) to the student's 'expected' standard, the board will not accept claims occurring as a result of an 'avoidable' delay in achieving suitable and timely work placement experience e.g. poor organisation in completing pre-placement documents, or establishing a placement provider in good time and through no fault of the TEC Partnership.

4.0 The Process of Application

4.1 Applications for short extensions and additional consideration will not be processed if the application has not been made on the appropriate form.

4.2 Applications for short extensions and additional consideration will only be accepted on the pre-populated application form downloaded from ProPortal.

4.3 Self-certification forms will only be accepted on the pre-populated form downloaded from ProPortal.

4.4 A student may use the self-certification procedure to report short period events of illness (1-7 days) that have caused trauma or the student has been affected by an event that is a short period of illness. Completing a self-certification form is a formal written and signed declaration to confirm the student has suffered from a specific circumstance which was severe enough to prevent either attending a fixed assessment (such as a presentation) or completing any other assessment by a deadline. Any request using self-certification must still contain a clear and detailed description of the reasons for non-attendance.

4.5 A student can use the self-certification process for a maximum of two requests in a trimester and a maximum of three requests in an academic year. If a student has already used the self-certification process for the maximum number of times as stated above, they should seek further advice from their Programme Leader or HE Success Coach.

4.6 All students are entitled, and strongly advised, to arrange a meeting with their Programme Leader, Module Tutor, and Success Coach to discuss their application for additional consideration or short extensions prior to submitting the application.

4.7 All completed application forms, statements and evidence for short extensions must be submitted to heextensions@tecpartnership.ac.uk.

4.8 All completed application forms, statements and evidence for additional consideration must be submitted to heextensions@tecpartnership.ac.uk.

4.9 Evidence supplied must corroborate the account of the circumstances given in the statement submitted by the student and must be from a third party. Examples of acceptable evidence are included in Annex 1.

4.10 All written documentation must be submitted in English, if the evidence is not in English, a translation must be provided when the evidence is submitted. If the evidence is in another language, the student must provide both a copy of the original note and a certified translation into English. TEC Partnership may seek to verify the accuracy of the translation provided.

4.11 If a student in their request for additional consideration is suspected of submitting a fraudulent request, this will be dealt with through Academic Misconduct.

4.12 The short extensions panel will normally meet during term time and consider the application within 48 hours of the initial receipt of the application.

4.13 A student will normally be formally notified in writing of the outcome of the panel's decision on their short extension application within 72 hours of submission of the application.

4.14 The Additional Consideration Board will normally meet and consider the application within 15 working days of the initial receipt of the application.

4.15 A student must be formally notified in writing of the outcome of the board's decision on their additional consideration claim within 5 days of the Additional Consideration Board meeting.

5.0 Meetings of the Additional Consideration Board

5.1 Dates scheduled for the Additional Consideration Board meetings must be regularly scheduled from the start of each academic year in September.

5.2 The Additional Consideration Board must be quorate for the board to run and will be chaired by a member of TEC Partnership's HE Quality office.

5.3 Because of the potential conflicts of interest that can arise when considering applications for additional consideration, members of the board must be given ample opportunity to declare any personal interest, involvement or relationship with the student or application being considered.

6.0 Meetings of the Short Extensions Panel

6.1 Short Extensions Panel meetings will usually be scheduled on a daily basis.

6.2 The Short Extensions Panel must be quorate for the panel to run and will be chaired by a member of staff from TEC Partnership's HE Quality office and will normally include two members of learner services staff with experience in supporting students in HE.

6.3 Because of the potential conflicts of interest that can arise when considering applications for short extensions, members of the panel must be given ample opportunity to declare any personal interest, involvement or relationship with the student or application being considered.

7.0 Records, Decisions and Outcomes

7.1 Outcomes of additional consideration or short extensions application decisions must be recorded as 'approved' or 'not approved'.

7.2 If a request for additional consideration is not approved, it is likely to be for one of the following reasons:

- i) It has been submitted late (more than 14 days from the submission deadline);
- ii) There is insufficient evidence to support the reported circumstances;
- iii) It is not deemed to be a valid reason.

7.3 If short extensions are not approved a student may choose to make an application to the Additional Consideration Board.

7.4 If additional consideration is not approved a student may, dependent on their circumstance, find that their assessment(s) is subject to a late submission penalty, is awarded a mark of zero, or is awarded the initial grade marked against the assessment in question.

7.5 Any appeal against the decision of the Additional Consideration Board must be made in writing to the Group Academic Registrar (heqa@tecpartnership.ac.uk) within 7 calendar days of the notification of the outcome.

7.6 Information on how to make an appeal can be found in HE16 Academic Appeals and Student Case Requests available on the HE Quality Handbook section of the website [here](#).

7.7 The HE Quality Office must ensure that it keeps clear and appropriate records of the procedures and decisions of each Additional Consideration Board and those records are documented accurately and systematically.

7.8 Annually HE Quality Office must monitor Group, Faculty or Area, and programme trends with regards to claims for additional consideration and short extensions which will be reported to TEC Partnership's HE Curriculum, Quality and Standards Committee.

Annex 1 Examples of Acceptable Evidence

The following guidance provides examples of acceptable evidence to support requests for short extensions and additional consideration.

Evidence that is likely to approve a request:

- An independent assessment of the student's illness by a medical practitioner, obtained at or immediately after the time of the circumstances;
- Records with the student name that provide a timeline of appointments or medical summaries that can be provided through the NHS App or from the student's surgery;
- Documentary evidence of recent medication which includes the student's name and prescribing date;
- Evidence from another professional service, e.g. Student Counselling, obtained at or immediately after the time of the circumstances;
- Written accounts from TEC Partnership staff who have directly witnessed the circumstances, or their impact on the student's wellbeing or ability to perform in assessment, e.g. Accommodation Officer;
- Written account from an independent third party from outside of TEC Partnership who directly witnessed the circumstances, e.g. notary, emergency worker;
- Documentary evidence from other sources, e.g., police report, legal documents, news reports of traumatic events.

Evidence that is unlikely to approve a request:

- Self-certification form completed by the student only describing medical circumstances, and not their timing and impact;
- Medical certification, or evidence from other professional services, which merely restates the student's own account rather than providing an independent assessment of the student's illness;
- Written account from the student's family or friends who have directly witnessed the circumstances, or their impact on the student's wellbeing or ability to perform in assessment;
- Medical certification, or evidence from other professional services, obtained a significant period of time before or after the circumstances took place.

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