



Lincoln Bishop University

Document Administration

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VERSION CONTROL TABLE

<u>Version Number</u>	<u>Date Authorised</u>	<u>Summary of Key Changes</u>
1.0	5 October 2026	New Code of Practice
2.0	26 March 2020	Review and Update
3.0	28 January 2025	Updated to address the process for students submitting extenuating circumstances
4.0	10 June 2026	Rebranding, nomenclature updated, and a streamlined, trust-based evidence process adopted to ensure consistent and timely application for the student and efficiency of administrative workload

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1. INTRODUCTION

- 1.1. The University policy on assessment submission on or before the published hand-in dates is strictly applied. However, from time-to-time unforeseen events, such as illness, may arise, preventing students from completing assessments within the time allowed, or impact adversely on the quality of the assessment submitted. Such events are referred to as extenuating circumstances. This Code of Practice encompasses the processes of application for extenuating circumstances.
- 1.2. It should be read with reference to the Academic Regulations Governing Taught Qualifications. Reference should also be made to:
 - 1.2.1. Code of Practice for the Conduct of Boards of Examiners
 - 1.2.2. Code of Practice for the Assessment of Students
 - 1.2.3. Code of Practice for Taking a Break-in-Study
 - 1.2.4. Code of Practice for Academic Misconduct
- 1.3. The University is committed to supporting students who experience legitimate personal or medical difficulties while undertaking their programme. While disabilities and long-term health problems will be addressed through the relevant accessibility statements, any student can apply for consideration of individual extenuating circumstances where they believe their ability to study/undertake assessment is being adversely affected and the University's normal procedures for extensions do not apply.
- 1.4. The University defines extenuating circumstances as specific circumstances that:
 - 1.4.1. are unforeseen, unavoidable and exceptional circumstances, including unforeseen and unavoidable significant worsening or existing circumstances;
 - 1.4.2. coincide with an assessment or occur immediately before an assessment; and
 - 1.4.3. seriously impair the student's performance in that assessment.
- 1.5. Extenuating circumstances are only normally granted where there is evidence of 'good cause'. (See the University's Academic Regulations Governing Taught Qualifications for examples of 'good cause').

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- 1.6. If such extenuating circumstances arise, students may apply for their consideration, the process and procedure for which are provided within this Code of Practice.
- 1.7. The University encourages students to try to undertake an assessment or hand in a piece of assessed work, wherever possible, rather than miss an assignment. If the student then feels that they have not performed as well as they might due to extenuating circumstances, this can be considered. It is important that students are able to manage minor illness and difficult or distressing life events at the same time as pursuing their programme of study (just as they will have to in the workplace).

2. PROVIDING FALSE OR MISLEADING INFORMATION

- 2.1. Students seeking to gain an advantage or benefit through application for consideration of extenuating circumstance, mitigation or extension for submission of assessed work through providing false or misleading information are liable to action being taken against them under the University Code of Practice on Academic Misconduct.

3. EXTENUATING CIRCUMSTANCES REVIEW

- 3.1. All applications for extenuating circumstances are reviewed by the Faculty Administration Office under the guidance of the Faculty Administration Manager. Details of the applications will not be disclosed outside the Faculty Administration Office, other than providing an outline indication of the nature of the circumstances (e.g. medical, family bereavement).
- 3.2. The Faculty Administration Manager will be responsible for ensuring all applications are considered consistently and fairly, referring complex cases to the Head of Student Success or the Head of Faculty Operations as appropriate.
- 3.3. The Faculty Administration Office has the authority to make one of the following decisions on each case presented, either to:
 - 3.3.1. support the application;
 - 3.3.2. reject the application; or
 - 3.3.3. defer decision pending further evidence.

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4. APPLICATIONS FOR EXTENUATING CIRCUMSTANCES

- 4.1. Students who wish to inform the University of circumstances which they feel may have affected their performance in assessment or led to them being absent from an examination or other assessment should make an application for consideration of extenuating circumstances. Exceptionally, where a student has been unable to submit an assignment on time and was unable to request an extension in advance, then may apply for extenuating circumstances to be considered.
- 4.2. An application for extenuating circumstances will be considered by the Faculty Administration Office provided that an application is made by a student using the approved form to the Faculty Administration Manager, via email to FAO@lincolnbishop.ac.uk, normally no later than seven days after the assessment due date and must be supported by corroborating evidence which can include:
 - 4.2.1. medical evidence e.g. a letter from a doctor, nurse or other professional practitioner, confirmation of appointment, prescription, a completed Medical/Professional Practitioner Support Note, etc;
 - 4.2.2. supporting statement(s) from a Programme Leader and/or tutor;
 - 4.2.3. other verifiable evidence e.g. police incident/crime number.
- 4.3. Where an application is made after the stated deadline, the Faculty Administration Office will decide whether there is a compelling case for allowing the application to be considered by having regard to:
 - 4.3.1. the reasons given by the student for the lateness of the application; and/or
 - 4.3.2. the risk of the student gaining, or being perceived to be gaining, an advantage through such late application.
- 4.4. Where the Faculty Administration Office determines that an application can be considered, it will proceed with the application as if the application had been submitted within the deadline.
- 4.5. In considering the evidence submitted by the student, the Faculty Administration Office must consider the extent to which the evidence submitted confirms the claim of the student. No claim based upon medical circumstances will be accepted in the absence of evidence from a medical practitioner.

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- 4.6. Where the Faculty Administration Office is satisfied that the student has submitted a valid claim for extenuating circumstances, it is empowered to make one of the following decisions:
- 4.6.1. offer the student a fresh attempt at the assessment;
 - 4.6.2. offer the student an uncapped reassessment attempt; and/or
 - 4.6.3. refer the matter to the relevant Programme Board with the recommendation that the circumstances be considered by that Board when determining final classification (where the award is one which is classified as defined in the University's Academic Regulations Governing Taught Qualifications).

5. NOTIFICATION OF OUTCOME

- 5.1. The student and appropriate Programme Leader will normally be notified in writing within five working days of receipt of the application. This may be delayed if further evidence is required or there are queries to be resolved.
- 5.2. Where a student is offered a fresh attempt, they will be informed of the mark achieved in the module, notwithstanding the extenuating circumstances, and will be permitted to accept or decline the offer within 10 days of being notified of the decision. Where the student declines the offer, the mark for the original attempt will stand and no further action will be taken. All communications under this paragraph must be made in writing.
- 5.3. Where applications are deferred pending further evidence, the student will be given a date of submission for further evidence. If no further evidence is provided by the given date, the case will be rejected.

6. COLLABORATIVE PROVISION

- 6.1. Sub-contracted partner organisations will abide by this Code. Non Sub-Contracted partner organisations are expected to have a procedure for extenuating circumstances which is equivalent to that of the University.