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This policy is applicable to all students studying on a university-level award at CSVPA.

Version control

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| Original document for<br>2024-25 approved at<br>Academic Board. | Megan Knight | September 5 2024 |
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- a) mild unspecified depression or a level of anxiety and stress which normally occurs at assessment time
- b) failure to upload the correct file for submission
- c) minor technical problems such as the loss of wifi or printing facilities
- d) pressure of outside employment,
- e) a member of a group being unable/unwilling to submit work for a wider group assessment (this should be discussed with you earlier with your group)

- b) A representative of the Student Welfare team
- c) Two members of academic staff
- d) A clerk

A decision of the ECP may be taken by a simple majority, with the chair holding the deciding vote in the event of a tie.



### Short Extensions

3.1.1. If you are affected by a short-term issue and only require a few days to catch up, you may apply for an extension of ~~30~~ 5 working days. For this short extension you do not need to provide corroborating evidence, but you will need to complete an application and 'self-certify' that you have been affected by an issue outside of your control that has prevented you from ( ) e

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3.2.3. Long term extensions may be decided by the Chair of the Academic Quality and Standards Committee or nominee, or by an EC panel.

Deferrals

3.3.1. If an extension of ten days is not sufficient, due to the nature and severity of the issue, you may apply directly for an extension of up to three months, called a deferral. This can only be granted in exceptional circumstances, and with the full support of the Welfare Team and the Dean of Students. If you think you will need a deferral, please speak to the welfare team before making an application.

3.3.2. A full EC panel can recommend a deferral to the Board of Examiners, but the decision is taken by the Board.



All requests must be made using the Extenuating Circumstances Form which must be completed and sent, along with your evidence to [studentservices@csvpa.com](mailto:studentservices@csvpa.com)

4.1.1. Once your claim has been received it will be reviewed, and you will be informed of the decision by email. The possible decisions are:

a)

the additional time. In such cases you will not normally be permitted to use those circumstances as valid grounds for appeal.

If you have already submitted work for assessment, it is not normally