



# **London College of Business Studies**

## **Extenuating Circumstances Policy**

**Final Review Date: May 2019**  
**Next Review Due: September 2019**

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## **Extenuating/Mitigating Circumstances Policy**

Sometimes the circumstances surrounding a student's ability to submit on time is complex and exceptional. In these extraordinary circumstances a late submission may be made, and the student must apply for consideration of mitigating circumstances **at least 5 days before** the published original submission date. This is done by completion of the Extenuating/Mitigating Circumstances Form (available from the Admin Office) and an interview with the programme leader/tutor. All requests will be considered by the Head of Academics and/or the programme leader.

Subject to an application being made in time and supporting evidence being presented against relevant assessment criteria, **a new submission date may be agreed and a maximum grade of Distinction** if it meets the necessary assessment and grade criteria. The extension date (should normally be within 14 days (2 weeks) of the original deadline or another date as agreed)

### **Valid reasons for making a mitigating circumstances claim**

- serious personal injury, such as a broken limb, or a medical condition requiring hospital attention or one with an incapacitating effect
- an acute illness such that a reasonable person would have been unable to carry out the assessment task as required
- being the victim of a serious crime, such as robbery, burglary or a violent assault during the period immediately preceding the assessment
- the serious illness or death of a close relative: normally a partner, parent, child or sibling
- birth of a baby and/or unforeseen pregnancy complications

### **Circumstances that are not normally acceptable include:**

- the death or illness of a distant relative
- difficulties with housing
- difficulties with baby-sitters, child-minders
- transport difficulties such as public transport strikes, road works or private transport breakdowns
- confusion over time, date or location of the examination, or assignment hand-in date on the part of the candidate when this has been clearly notified, and not posed any problem to other students in the group
- having more than one assignment to be submitted on the same day or week
- paid-work commitments or pressure (full time students are recommended not to be employed more than 15 hours work per week)
- computer problems such as viruses, disk corruption, printer problems, network problems
- holidays, wedding or sporting events/commitments booked in term time
- minor illness, e.g. hay fever, cold, toothache

In the event of a general college administrative / network failure, the Examinations Officer in consultation with the Head of Academics will be notified and may allow extra time for submission of assignments affected.

If the learner claims that the work is lost (e.g. left on the bus) this will not be accepted. Learners should ensure that they have a backup copy.

If the assignment is handed in by the extension date then the full mark range will be applied.

If, due to certain circumstances, a learner cannot hand work in on time, and a lecturer does not feel it fits the agreed criteria for an extenuating/mitigating circumstance claim, then an extension must be requested. This extension will be considered as a late submission deadline. Please refer to the Academic Assessment and Internal Verification Policy for further details on late submissions falling out of the extenuating circumstances.