**GLOUCESTERSHIRE COLLEGE**

**ACCESS to HIGHER EDUCATION COURSE**

**EXTENSIONS DUE TO MITIGATING CIRCUMSTANCES**

**RULES ON SUBMISSION OF WORK**

* All work needs to be submitted on time; submission dates are clearly set out on unit briefs.
* Late work is capped at a pass (whether submitted late on first submission or re-submission).
* Late first submissions cannot be re-submitted to meet level 3 criteria.
* Our expectation is that assignments are worked on throughout the course; they are not intended to be completed at the last minute.
* Consequently, it is difficult to give extensions for last minute minor illnesses/incidents because the work should not have been left to a few days before submission.
* Tutors will clarify their instructions on submission of work on the unit brief (i.e. hard copy in class plus upload a copy to the VLE for anti-plagiarism check or via Teams).
* Unless there are specific and particular mitigating circumstances, students may only be awarded three extensions during each academic year.
* Extensions are for no more than 7 days (in total; not working days).
* Extensions always need to be applied for before submission date and may not be requested over weekends or non-working hours (unless an emergency situation occurs).

**MITIGATING CIRCUMSTANCES**

Mitigating circumstances are defined as “**recognisably disruptive or unexpected events, beyond the student’s control, that might have a significant and adverse impact on their ability to submit work on time.”**

Some examples of mitigating circumstances:

|  |  |
| --- | --- |
| **CIRCUMSTANCE** | **EVIDENCE REQUIRED** |
| **Illness** | Confirmation of the illness, the impact the illness would have/has had on the affected assessment(s) and the dates concerned. This should be provided on:   * An original medical certificate; *or* * A letter from external support services who have been actively supporting you; *or* * A letter from you, with detailed explanation of the impact the illness has had on your ability to complete the work. |
| **Hospitalisation** | Confirmation of the illness, the impact the illness would have/has had on the affected assessment(s) and the dates concerned. This should be provided on:   * An original medical certificate; *or* * A letter from you, with detailed explanation of the impact the hospitalisation has had on your ability to complete the work. |
| **Family Illness** | Confirmation of the illness, the impact that this would have/has had on the affected assessment(s) and the dates concerned. This should be provided on:   * An original medical certificate/GP letter; *or* * A letter from external support services who have been actively supporting you; *or* * A letter from you, with detailed explanation of the impact the illness has had on your ability to complete the work. |
| **Bereavement** | A letter confirming the death from an independent person (usually not a family member) with their contact details provided and including a view on the closeness of the relationship to you.  A death certificate or order of service are other forms of acceptable evidence, and are all that would be required where the closeness of the relationship is evident (e.g. for a close relative - a parent, sibling, or child). Where the closeness of the relationship isless obvious, a certificate/order of service also should be accompanied by a letter from an independent person, as outlined above. |
| **Acute Personal Difficulties** | Confirmation of the circumstances, the impact that these would have/have had on the affected assessment(s) and the dates concerned. This should be provided on   * An original medical certificate/GP letter; *or* * A letter from external support services who have been actively supporting you; *or* * A letter from you, with detailed explanation of the impact the circumstances have had on your ability to complete the work. |
| **Victim of Crime** | Police report (including a crime reference number). If the incident has resulted in your seeking medical attention, then the requirements for illness should be followed. |
| **Jury Service** | A letter from the Court. |
| **Court Attendance** | If you are required to attend a tribunal or court as a witness, defendant (not for ‘Criminal Conviction’) or plaintiff, please provide a solicitor’s letter including the dates of the legal proceedings and the requirement for you to attend. |
| **Road Traffic Accident** | If you have been involved in a road traffic incident, either as a passenger or as the driver, evidence must be provided detailing the time and place that the incident occurred including:   * A police report (including a crime reference number); *or* * Insurance reference number/record of the event. |

**CIRCUMSTANCES THAT DO NOT MEET THE DEFINITION OF MITIGATING CIRCUMSTANCES**

| Circumstance |
| --- |
| Transport issues  It is your responsibility to arrive at the assessment on time, irrespective of the form of transport used or relied upon. Exceptions to this might be industrial action or other significant disruption that is beyond your control. Evidence of any significant disruption would be required. |
| Holidays  All holidays should take place at a time that will not impact on your availability to study or undertake or prepare for an assessment(s). |
| Misreading the examination timetable  It is your responsibility to ensure that you have an accurate understanding of the location, time and duration of all formal assessments. |
| Paid employment or voluntary work  It is your responsibility to manage other commitments so that they do not adversely interfere with your studies. |
| IT and/or computer failure  It is your responsibility to ensure that all work which is electronically stored, generated and/or submitted is sufficiently backed up and the correct piece of work is submitted. |
| Foreseeable/preventable circumstances  Where the circumstances are within your control. |
| Scheduling of assessments/deadline  Deadlines or exams being close together. |