

Extensions and Exceptional Circumstances : New College Durham



FdA Business and Management / FdSc
Supporting Innovation in Health and Social
Care

Sources of Information

New College Durham Website – Higher Education Information

[Higher Education Information \(newcollegedurham.ac.uk\)](http://newcollegedurham.ac.uk)

[Process for the Consideration of Extenuating Circumstances Mitigation](#)

Late Submission: Non-Approved



Missing an Assessment Deadline

- Assessment deadlines are published in your assessment brief and on your MyPortal.
- If the assessment is an exam, you will be issued with an Exam Timetable showing the date, time and location of your Exam.
- If you fail to submit your assignment, or attend an exam, by the date and time shown, you will be marked as 0 Non-submission for that assignment.



- You will be offered a resubmission attempt at a new date and time.
- If you fail to submit a resubmission attempt you will fail the module.
- If you submit late but within 1 week of the assessment deadline your work will be marked but your attempt will be capped at 40%.

Late Submission: Approved Extension



Requesting an Extension to the Assessment Deadline

- If you are experiencing difficulties in submitting on time, you can request an extension from your Module Tutor.
- This request **MUST** be made at least 24 hours before the submission deadline.
- The request must be made in writing with the reason(s) for the request clear, and any supporting evidence attached.
- The Module Tutor has the authority to approve/reject the request based on the evidence/rationale provided.
- An extension can only be granted for 7 college days only*
- Extensions will not be granted for planned vacations/family celebrations or other planned and avoidable dates.
- Usual reasons for extensions would include short illnesses, unexpected technical issues, unexpected emergencies that will be quickly resolved.
- You cannot be given an extension for Exams – please see section on Exceptional Circumstances.

* College would usually be open and excludes weekends, national holidays and planned institutional closures.

Exceptional Circumstances



What are Exceptional Circumstances?

- ‘Circumstances outside the control of the student that have significantly affected performance in any summative assessment’.
- New College Durham uses the term ‘mitigation’ or ‘mitigating circumstances’ and you may hear this term referred to.



- Some examples of exceptional circumstances are: longer term illness (of more than 7 days) or inability to study due to a specific health condition; bereavement of a close family member; unavoidable medical appointments that affect your ability to attend an exam; an accident or emergency that is severe and you are unable to submit your assignment/attend an exam.

Exceptional Circumstances



What is the process for applying for mitigation?

- If, due to exceptional circumstances, you have been unable to submit your assignment by the published deadline, and you have not applied for an Extension, you can apply for Mitigation.
- You should discuss this with your module tutor, programme leader or a member of the Registry team.
- You should agree new submission deadlines.



- You must complete the form and it MUST: be fully completed; include supporting statements; have evidence; be submitted by the deadline to mitigation@newdur.ac.uk
- Submit your assignments by the new dates agreed even if you have not heard back from the mitigation panel.
- You will receive a letter from the mitigation email address within 5 days of the Panel.

Things to consider

You can access the process and form for applying for mitigation on the website here: [Higher Education Information \(newcollegedurham.ac.uk\)](https://www.newcollegedurham.ac.uk/higher-education-information) and here: [Application for Mitigation.docx \(live.com\)](https://www.newcollegedurham.ac.uk/application-for-mitigation) – please watch the video on completing a mitigation form for further guidance.

Mitigation forms and evidence are to be sent here: mitigation@newdur.ac.uk

Please include a supporting statement from your module tutor/programme leader that demonstrates you have discussed your application with them and they have reviewed your form and supporting evidence and are in support of your application.

You should still complete and submit the assignments by the new agreed deadlines even if you have not had a response from the Mitigation Panel.

It is always better to submit a mitigation form at the time of the extenuating circumstances/assessments – unless you are unable to do so.

THANK YOU