



Extenuating Circumstances Procedure for undergraduate and postgraduate taught students

What does this document include?

Important terms used in this Procedure are identified with an asterisk (*) and further explained in [Section 8](#) (Glossary).

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(i) Who is this Procedure for?

This Procedure can be used by all Cardiff University students* who are on a taught programme*, to inform the University of extenuating circumstances* that are preventing you from completing your summative* assessments, or that may have impacted you during an assessment. If you are managing difficult personal circumstances that are impacting your ability to engage with your assessments, support is available. Please see information about Support in [Section 7](#).

The University expects you to engage with your studies and to manage your personal circumstances alongside your programme. If severe and exceptional circumstances impact your summative assessments, you are expected to follow this Procedure to tell

the University of your circumstances, and to request an appropriate academic remedy from those available to you.

All information submitted under the Extenuating Circumstances Procedure is confidential* and will not be shared with University staff (including markers or Personal Tutors) under this Procedure. There are only limited occasions when the information can be shared, and these are specified in the Glossary.

(ii) What does this Procedure do?

This Procedure is to support you when you have assessments impacted by extenuating circumstances. You should familiarise yourself with this Procedure at the start of each academic year and refer to it if you experience severe and exceptional circumstances during your studies.

Where your assessments are impacted by extenuating circumstances, there are specific academic remedies that you can request under the Extenuating Circumstances Procedure. This Procedure explains what remedies you can ask for and in what circumstances. Information about the Procedure is also available from your School Office, the Student Intranet, and advice is available from the Students' Union Student Advice Service.

In most situations you will be expected to declare* extenuating circumstances* in advance of your assessment deadline*. There are limited situations in which you can declare after the assessment deadline*.

The academic remedies available under this Procedure are explained in [Section 3](#). You will see in Section 3 of this document that where you are declaring* extenuating circumstances* before an assessment deadline*, you are not required to provide evidence* of your circumstances. You will be asked to confirm that the circumstances described are accurate and explain how they are impacting you.

If your programme requires compulsory attendance at some engagement points (e.g., laboratories, clinical placements and/or small group sessions) your School will tell you how to inform the University if you are unable to attend these sessions. Attendance at these sessions is in addition to the requirements of the Student Attendance and Engagement Policy*. You cannot use the Extenuating Circumstances Procedure to tell the University that you are going to be absent from a teaching session.

If your circumstances mean that you are unable to attend or engage with your studies for more than two weeks you may want to apply to take a break from your studies using the [Interruption of Study Procedure*](#).

(iii) Advice on the Procedure

If you are experiencing extenuating circumstances*, you may benefit from accessing additional support from the University. The [University's Student Life Services](#) are

available to all students of Cardiff University. Information on the University support available to you is available in [Section 7](#) of this Procedure.

You can access independent, confidential and free advice on this procedure from [Student Advice](#) in the Students' Union. Student Advice is separate to the University and can talk to you about your options under University procedures. Advisors are independent and impartial and may be able to support you with your circumstances and advise you on how to declare your circumstances to your School. Further information and access to their service is available through their webpages, www.cardiffstudents.com/advice.

How This Procedure Works

Section 1 What are extenuating circumstances?

An extenuating circumstance is:

- severe and exceptional; and
- unforeseen or unavoidable; and
- close in time* to an assessment; or where you can demonstrate the circumstances continued to have an impact on you at the time of the assessment.

Examples of extenuating circumstances are:

- serious short-term illness or an accident
- bereavement, i.e. the death of a close relative or friend, partner, or significant other person
- significant adverse personal or family circumstances including severe financial issues
- being a victim of a serious crime such as sexual assault, discrimination, assault, burglary etc.
- exceptional technical issues experienced at the time of a time limited assessment of up to 48 hours and consequently you are unable to complete the assessment, or the content of your assessment has been impacted
- evidence of a disability which has worsened or changed at the time of the assessment which is not mitigated by an approved reasonable adjustment*
- evidence of a long-term health condition* which has worsened or changed at the time of the assessment*
- disability* which has recently been identified and where it has not been possible to agree a reasonable adjustment in time for the assessment
- you are a carer as defined in the Equality Act for a person who experiences a change in their condition and subsequently their requirements, and this changes your responsibilities as a carer
- you are a part-time student, and exceptional, unforeseen or unavoidable professional commitments arise

Examples of circumstances which are not extenuating are:

- minor illnesses that typically would not cause you to take time away from study
- poor time management e.g. where you have not given yourself sufficient time to complete the assessment by the deadline. You should allow sufficient time to upload assessments to University systems
- assessment-related stress which is not diagnosed as an illness
- where the event/circumstances declared were foreseeable or able to be anticipated, for example, planned religious festivals/events, jury duty, compulsory armed forces deployment, competing at international sporting, arts, or other civil responsibilities. There is separate information about how the University may be able to support your attendance at these types of events on the Intranet, please see the [Planned Activity Guidance](#). If you are expected to take part in any of these events you should inform your School straight away
- where the event/circumstances declared were foreseeable or able to be anticipated, for example, planned events, holidays, weddings, or other family-related events
- where the event/circumstance is not close in time to the assessment
- where the circumstances that you are declaring have already been addressed by reasonable adjustments

If you are feeling well and functioning effectively, you should undertake all assessments and will not need to submit a declaration of extenuating circumstances.

If you are not sure whether your circumstances are exceptional and meet the criteria for extenuating circumstances, independent advice and support in completing the declaration can be obtained from the [Students' Union Student Advice Service](#).

Section 2 How to declare your circumstances

If you experience severe and exceptional circumstances in the period immediately prior to, or at the time of, an assessment, you should submit a declaration* of extenuating circumstances*. You are usually expected to report extenuating circumstances in the 14 days before the impacted assessment.

In most cases, when you experience extenuating circumstances, you will be unable to complete the assessment as scheduled. You are responsible for managing your own personal circumstances and informing the University of any issues which you believe are having an impact on your studies before the deadlines in this Procedure.

There are limited situations when you can submit a declaration of extenuating circumstances if you have started an assessment; you must therefore consider whether your circumstances are likely to prevent you from being able to engage effectively, before you attend or submit the assessment.

You can declare your circumstances by completing the form available on this page of the [Student Intranet](#).

If assessments are not completed on time and without extenuating circumstances, the penalty for late submission, non-submission or non-attendance will be applied as stated in the [University's Academic Regulations](#).

If you do not complete an assessment i.e. submit coursework or sit a timed-limited assessment*, because you have extenuating circumstances, you may be required to complete the assessment at a later time to attain credit, or equivalent for non-modular programmes. Your progress to the next academic year or the award of a degree may be delayed if you do not have sufficient credits, or the equivalent for non-modular programmes. If your programme is accredited by a Professional Statutory Regulatory Body (PSRB)* there may be additional factors which may impact your progression. Where appropriate, your School will explain these to you.

For every summative* assessment, you have one opportunity to declare your circumstances. If your declaration is rejected for not meeting the University's definition of extenuating, you cannot reapply for an extenuating circumstances remedy for the same assessment unless your circumstances have changed or worsened.

If you re-declare in advance of the summative assessment deadline* for extenuating circumstances where an application has previously been rejected for that assessment, you may be asked to provide evidence* in support of your circumstances or their impact on you. Failure to provide evidence when requested will result in your declaration being rejected.

Section 3

The academic remedies available under the Extenuating Circumstances Procedure

The academic remedies are detailed in the below table. Read through all of the options to ensure that you are picking the option which is most applicable to you. You are usually expected to declare* your circumstances before your assessment date.

- situations 1 to 4 refer to the situations in which you can declare extenuating circumstances* prior to an assessment taking place
- situations 5 to 7 refer to the exceptional situations in which you can declare extenuating circumstances retrospectively after an assessment deadline

If you experience extenuating circumstances that impact upon your ability to engage with, submit, or present a group work assessment*, the School will consider the University's published guidance on Extenuating Circumstances in group work which is available on the [Student Intranet](#). Declarations of extenuating circumstances are confidential* and will not be shared with other members of the group.

Reporting extenuating circumstance before an assessment				
Situation	Circumstances to be declared in the event that:	Extenuating Circumstances Deadline	Evidence*	Available Remedies
Situation 1	You are unable to submit coursework by the submission deadline (original or extended deadline) due to extenuating circumstances*	Before the original or extended assessment deadline* for the submission of coursework	No	<ul style="list-style-type: none"> ▪ a 1-Week extenuating circumstances extension (2-weeks for part-time students) ▪ to defer* the coursework to the next assessment period*
Situation 2	You are unable to attend or deliver a live presentation or attend a live laboratory assessment due to extenuating circumstances*	Before the assessment is scheduled to take place	No	<ul style="list-style-type: none"> ▪ to defer* the assessment to the next assessment period* ▪ where your programme allows, to offer a later assessment date/time within the same assessment schedule depending on the availability of resources and the assessment panel*
Situation 3	You are unable to submit Postgraduate Taught Masters dissertation by the deadline (original or extended deadline) due to extenuating circumstances*	Before the original or extended assessment deadline for the submission of dissertation	No	<ul style="list-style-type: none"> ▪ a 4-week extenuating circumstances extension ▪ to defer* the dissertation to the next assessment period*

Situation 4	You are unable to attend an examination or time-limited assessment*, including a Class Test, due to extenuating circumstances*	Before the start of the examination or time-limited assessment*	No	<ul style="list-style-type: none"> ▪ to defer* the assessment to the next assessment period* ▪ where your programme allows, and only in relation to a Class Test, to offer a later assessment date/time within the same assessment schedule depending on the availability of resources and the assessment panel*
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The extenuating circumstances extension periods stated above are set and are not flexible; no further extension will be permitted. If an extension is not a sufficient remedy you will need to submit a further declaration of extenuating circumstances, demonstrating why you were unable to submit by the extended deadline. In such circumstances the only remedy would be to permit deferral as per the table above.

Reporting extenuating circumstances after the assessment				
Situation	Circumstances to be declared in the event that:	Extenuating Circumstances Deadline	Evidence*	Available Remedies
Situation 5	You were unable to attend or submit an assessment because of extenuating circumstances*, and you were exceptionally unable to report extenuating circumstances* before the	As soon as possible* and not later than before the School's Extenuating Circumstances deadline*: This deadline will be published by the School in advance of the assessment	Yes	<ul style="list-style-type: none"> ▪ retrospective application of the remedies available in Situations 1-4 <p>As you are declaring circumstances after the assessment deadline, the remedies available to you may be limited to a deferral*</p>

	assessment deadline*			
Situation 6	You started an examination or time-limited assessment* and were taken ill, experienced exceptional technical issues, or were unable to complete it because of other extenuating circumstances*	As soon as possible* and before the School's Extenuating Circumstances deadline*: This deadline will be published by the School in advance of the assessment	Yes	<ul style="list-style-type: none"> ▪ to defer* the assessment to the next assessment period*: Your mark for the impacted attempt will not be recorded
Situation 7	You submitted an assessment and experienced circumstances, related to a protected characteristic* (under the Equality Act (2010), long term health condition* or caring responsibilities* close in time to the assessment date	Before the School's Extenuating Circumstances deadline*: This deadline will be published by the School in advance of the assessment	Yes	<ul style="list-style-type: none"> ▪ remedy to be decided by the Examining Board (see Section 5)

Section 4

What your School will do with your declaration of extenuating circumstances

Decision Making

Declarations* of extenuating circumstances* will be considered by the Extenuating Circumstances Group*, or a nominee of the Extenuating Circumstances Group who will have been trained in the Procedure.

The Extenuating Circumstances Group, or their nominee, will consider your extenuating circumstances, any supporting evidence* and the remedy that you have requested. The Extenuating Circumstances Group, or nominee, will decide whether to approve or reject your declaration. Where your declaration is approved, the Group or nominee will confirm the remedy.

The Extenuating Circumstances Group will meet regularly throughout the academic year to ensure that all requests received are considered in a timely manner.

Where more than one academic remedy is available in the ‘Situation’ that you are declaring, the Group or nominee can make the final decision on what option is approved taking into consideration your circumstances and the remedy that you have requested. Your School will communicate a decision in relation to your circumstances as soon as possible. When you are declaring extenuating circumstances in advance of an assessment date or deadline*, this will usually be within seven days of the declaration* being made.

For circumstances declared in advance of your assessment, if the declaration is submitted fewer than seven days before the assessment deadline*, you may not receive the outcome on your declaration before the assessment deadline. In this case, you will need to decide whether you are well enough to sit or submit the work.

If you make an EC declaration before the exam start time and then decide to sit the examination: the decision to attempt the exam will override your extenuating circumstances declaration and the mark for your attempt will stand.

If you make an extenuating circumstances declaration before the coursework submission deadline and then decide to submit your coursework: your submission will override your EC declaration unless:

- your extenuating circumstances declaration is accepted (upheld); and
- the School is able to offer you the opportunity to resubmit within a week of the original submission date (two weeks for part-time students) i.e. as though the extension had been granted before the coursework deadline.

If you subsequently complete the assessment and are impacted by circumstances as described in situations 6 or 7, you still have the opportunity to declare extenuating circumstances after the assessment, with supporting evidence, to request an extenuating circumstances remedy.

Signposting

If you declare extenuating circumstances on more than three different occasions* during the academic year, your School may be in contact with you to better understand your circumstances. The School will consider the frequency and content of your extenuating declarations as multiple declarations may indicate that you would benefit from support with your studies from the University’s Student Life team. You can access these [services and wellbeing resources](#) at any point during your studies without needing to be referred.

The Extenuating Circumstances Group includes a Disability/Wellbeing representative. If you disclose an ongoing health condition on your extenuating circumstances declaration, the Disability/Wellbeing representative will:

- signpost you to the Student Disability Service if considered appropriate, or,
- liaise directly with the Student Disability Service

Section 5

Examining Board Remedies

The Extenuating Circumstances Group* will confirm to the Examining Board that actions have been taken in accordance with this procedure for students who have declared extenuating circumstances.

The Extenuating Circumstances Group will report to the Examining Board:

- students who have been permitted to defer* assessments; and
- students who have declared extenuating circumstances* which have been accepted as being related to protected characteristics* (under the Equality Act (2010)), a long-term health condition*, or caring responsibilities*, and who have completed the assessment.

The Examining Board will consider and, as appropriate, confirm one of the remedies below. Where more than one remedy may be of benefit to you, the Examining Board will explain the options to you, for you to choose the remedy:

- where the pass mark was not achieved for the assessment or the module, allow a retake of the assessment element as a 1st attempt (or 2nd/3rd if you have failed previously) at the next available opportunity.
- where the pass mark for the module has been achieved but the pass mark for the assessment element has not, offer you the opportunity to retake the assessment element as a 1st attempt (or 2nd/3rd if you have failed previously) or award credit for the module without further assessment.
- where the module and assessment elements have been passed offer you the chance to retake the assessment element if at 1st attempt, or award credit for the module without further assessment.
- if you have been awarded credit for a module without further assessment, the Examining Board may discount* module marks that have been affected by extenuating circumstances when calculating the final mark as specified in the Assessment Regulations.

Section 6

Academic Appeals Procedure

If you have declared extenuating circumstances* which were rejected by the Extenuating Circumstances Group* or their nominee, the reasons for the decision will be provided. If you feel that the decision was unreasonable you can challenge this decision upon receipt of your results letter under the [Academic Appeals Procedure](#).

An academic appeal submitted under the ground of extenuating circumstances will need to be supported by evidence*.

You have 28 days from the date of your transcript or results letter, which is sent by email at the end of the academic year, to make an appeal against the decision of the Examining Board.

Information about the Academic Appeals Procedure is available on the [Student Intranet](#). If you would like advice relating to the Academic Appeals Procedure, the Students' Union [Student Advice service](#) is available to you.

Section 7 Support from the University

Please note, the University is not an emergency service. If you are experiencing a crisis that poses a serious risk to your health or safety, please call 999 to access emergency support from the appropriate services.

If you are experiencing extenuating circumstances*, you may also benefit from accessing additional support from the University. The [University's Student Life Services](#) are available to all students of Cardiff University. The Student Life services are not able to prescribe medication. If you need help from a medical professional, you are advised to contact your GP or a local medical facility. Depending on your circumstances, you may benefit from speaking to the Student Life Services for advice from one or more of the following teams:

- Student Support Intervention Team – The Student Support Intervention Team (SSIT) is a dedicated team of practitioners who provide confidential support and guidance for students who have been affected by: Violence, abuse or any other inappropriate behaviour that causes offence or distress; and/or urgent mental health needs or who are posing a risk to themselves or others. You can use [Report + Support](#) to self-refer into the SSIT. Your report will not be handed to your School as a declaration of extenuating circumstances*
- Student Disability Service – The Student Disability Service are available to arrange Reasonable Adjustments* for the duration of your studies to help you to engage with your studies where you are managing a disability. Reasonable Adjustments* are different from the remedies available to you under the Extenuating Circumstances Procedure and can be requested under the Reasonable Adjustments Policy
- Counselling and Wellbeing – Trained counsellors can provide support and advice for you if you are managing difficult personal circumstances or difficulties with your mental health and wellbeing
- Occupational Health – Support from Occupational Health Practitioners who can identify adjustments to support your studies where you encounter health problems that impact on your ability to complete elements of your course.
- Student Advice and Money Service – Financial Advisers are available to provide financial advice and support if you are experiencing circumstances relating to financial difficulty
- Student Visa Support Service – The Student Visa Support Service is the only service who are able to provide specialist advice on your Visa
- Together at Cardiff – a Cardiff University service that provides advice and support for students who are care-experienced, estranged, military experiences, carers or asylum seekers
- Student Futures – Support you with applying for jobs and preparing for the recruitment process

- Chaplaincy – Provide a place for friendship, hospitality, reflection, prayer, support and dialogue, offering opportunities for you to engage socially and to explore faith and spirituality
- My Medic – a service for all medics studying at Cardiff University’s School of Medicine that offer support through your medical studies, whether that’s for a one-off session, a series of meetings about a current issue, or support for an ongoing need

You can access these services before or after declaring* your circumstances; accessing support from these services does not inform your School of your extenuating circumstances*, and you must follow this Procedure to declare* circumstances and to request an academic remedy.

Section 8

Glossary of Terms

Term	Definition
Academic Remedy	<p>The resolution that may be offered to you because of your declaring extenuating circumstances.</p> <p>For example, these resolutions may change (a) when you sit/submit the assessment; or (b) whether you have a further opportunity to sit/submit the assessment without being capped at the minimum pass mark. The Academic Remedies available under this Procedure are explained in Sections 3 and 5.</p>
As soon as possible	<p>In Section 3 of this Procedure, ‘as soon as possible’ is used under the “Deadlines to declare extenuating circumstances”.</p> <p>The earlier that declarations are received, a wider range of remedies may be available (in line with the options specified in Section 3).</p>
Assessment Deadline	<ul style="list-style-type: none"> • The date and time that a coursework assessment is due to be submitted • The date and time that a live presentation is scheduled to take place • The date and time that a Class Test is scheduled to take place • The date that a clinical or lab-based assessment is due to be submitted • The date and time that a Postgraduate Dissertation is due to be submitted.
Assessment Panel	The personnel who are involved in the delivery, marking or moderation of your assessment.
Capped Assessment	<p>Where the highest mark available for the assessment is the minimum pass mark as specified in your Programme Regulations.</p> <p>Where a student has failed their first attempt at an assessment, any subsequent attempts at the same assessment will be capped at the minimum pass mark.</p>

Cardiff University students	Students studying with Cardiff University who are studying for an award under Cardiff's Academic Regulations, including those studying at partner institutions.
Caring responsibilities	If you give unpaid care to a family member, partner or friend who could not cope without your support, due to a long-term illness, disability, a mental health condition, or an addiction, or temporary care needs following e.g., an accident or operation.
Close in time	Typically, within 14 days prior to an assessment deadline or an exam or time-limited assessment or during an exam or time-limited assessment.
Confidential	<p>The Extenuating Circumstances Procedure is a confidential process, and all declarations will be managed in a confidential, proportional and sensitive way. We will only share information, if necessary, with:</p> <ul style="list-style-type: none"> • People who require access to it as part of this procedure. This includes Student Cases in the event that you submit an academic appeal. • The University's Student Support Intervention team, if the information you include gives the University reason to be concerned about your safety or welfare • Those who the University are required by law to disclose to. If there is a need to share information with the police or other authorities, this will be done under the University's data protection policy and procedure for information sharing • The Student Disability Service where a long-term health condition or disability has been disclosed which indicates reasonable adjustments may be necessary to support your studies <p>Your circumstances will not be shared with the markers or moderators of your work.</p> <p>More information on GDPR is available here: Data protection: The UK's data protection legislation - GOV.UK</p> <p>The University's policies are available here: Compliance and Risk - Student intranet - Cardiff University</p>
Declare	Formally informing the University of your circumstances using this Procedure.
Defer	<p>Or deferral.</p> <p>Moving the assessment to the next available opportunity. This may be in the same assessment schedule or a later assessment period. Deferral is not an academic failure.</p> <p>If you defer an assessment, you may be required to complete the assessment at a later time to attain credit, or equivalent for non-modular programmes. Your progress to the next academic year or the award of a degree may be delayed if you do not have sufficient credits, or equivalent for non-modular programmes.</p>

Disability	<p>You are disabled under the Equality Act 2010 if you have a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on your ability to do normal daily activities</p> <ul style="list-style-type: none"> ‘substantial’ is more than minor or trivial, for example it takes much longer than it usually would to complete a daily task like getting dressed ‘long-term’ means 12 months or more, for example a breathing condition that develops as a result of a lung infection
Discount	<p>Or Discounting.</p> <p>Final Examining Boards may discount module marks that have been affected by extenuating circumstances (relating to a protected characteristic, long-term health condition or caring responsibility) when calculating the final mark to classify a student’s award where permitted under the Discounting Regulations. There is a limit on the number of credits that can be discounted.</p>
Extenuating Circumstances	<p>Circumstances which are severe and exceptional; unforeseen or unavoidable; and close in time to an assessment, or where you can demonstrate the circumstances continued to have an impact on you at the time of the assessment.</p>
Extenuating Circumstances Group	<p>The Extenuating Circumstances Group is a School-based group of staff who will meet in person or virtually to consider requests. The members of the Group will be appointed by the Head of School and are:</p> <ul style="list-style-type: none"> • a member (not the Chair) of the Examining Board (Chair of the Group) • up to 5 members of academic staff • a Disability/Wellbeing representative • a member of the School’s professional services staff, to advise the Group and liaise with Registry Operations • a representative from another School (for joint honours students) <p>The quorum for a meeting is the Chair plus 3 members.</p> <p>Where more than one remedy is available the Group or the nominated alternate can make the final decision on what remedy is approved taking into consideration your circumstances and the remedy you have requested.</p>
Evidence	<p>Evidence submitted with the declaration of extenuating circumstances usually should be on headed paper, signed and dated, from a recognised authority. If the evidence submitted is not on headed paper or from a recognised authority, you should submit the documents which are available to you and provide an explanation why this is the evidence submitted.</p> <p>Evidence must be submitted in English or Welsh and translated evidence should be authenticated by an official translator.</p>

	<p>If you are unable to present evidence with your circumstances, you should detail why the evidence has not been included.</p> <p>Types of evidence include:</p> <ul style="list-style-type: none"> • a GP/medical letter • a statement from a support service if you are known to them and have engaged with support services before the event. Support services staff will not be able to provide evidence for you if they do not have any prior knowledge of your general situation • a letter from a relevant third party, e.g. social worker • an invigilators report detailing reason for the early departure of an examination or time-limited assessment • timed screen captures of technical difficulties. <p>If you are not sure what evidence should be submitted, independent advice and support can be obtained from the Students' Union Student Advice team.</p> <p>If the University has concerns about the authenticity of evidence you have provided, we may need to take steps to verify the evidence and, if it is found not to be genuine, we may decide to consider the matter under the Student Conduct Procedure.</p>
Exam or Time-Limited Assessment	An assessment completed in controlled conditions that lasts up to 48 hours.
Group work assessment	<ul style="list-style-type: none"> • where a team of students is assessed by a single piece of work produced jointly by the team or group, or • where you are assessed by individual assignments that demonstrate learning that has come from work undertaken as part of a formal team or group, and where the quality of your individual output will be affected by the effectiveness of the work done by the team as a whole
Interruption of Study	Authorised absence from your studies for a period of between 14 days to 12 months, applied for under the Interruption of Study Procedure .
Late-Submission Policy	<p>In cases where coursework is submitted late, and where there are no extenuating circumstances:</p> <ul style="list-style-type: none"> • if the assessment is submitted no later than 24 hours after the deadline, the mark for the assessment will be capped at the minimum pass mark • if the assessment is submitted more than 24 hours after the deadline, a mark of 0 will be given for the assessment
Long-Term Health Condition	A mental or physical health condition that has impacted you, or is likely to impact you, for six months or longer and may not meet the definition of being a disability for the purpose of the Equality Act (2010). A long-term health condition is different to an injury.
More than three different occasions	Where the student has logged in to the appropriate portal to declare Extenuating Circumstances at three different times and for three different assessments.

Next assessment period	<p>For those assessments scheduled during the academic year, the next assessment period will usually be the resit assessment period, although academic regulations limit the number of failed assessments that can be taken in a resit period. Deferral is not a failed assessment.</p> <p>For assessments scheduled for the resit period, the next assessment period will be when the assessments are scheduled during the following academic year. This may impact your progression or completion date. As per Section 3 of this Procedure, the School has discretion to schedule some types of assessment in the current academic year where programme regulations and resources (including staff availability) allow. This specifically relates to situations 2 and 4 listed in Section 3 of the Procedure.</p>
Protected Characteristic	<p>Under the Equality Act 2010, you are protected from discrimination on the basis of:</p> <ul style="list-style-type: none"> • age • gender reassignment • being married or in a civil partnership • being pregnant or on maternity leave • disability • race including colour, nationality, ethnic or national origin • religion or belief • sex • sexual orientation <p>These are called ‘protected characteristics’.</p>
PSRB	Professional, Statutory and Regulatory Body. Relevant if you are on a programme that leads to a professional qualification which permits registration with a PSRB.
Reasonable Adjustments	A change to a physical feature of the environment or the way things are done agreed on the basis of a disability. Reasonable adjustments are agreed changes to stop or prevent you being put at a substantial disadvantage because you are disabled.
Taught Programme	A programme that follows a structure of taught modules or units of study.
School Extenuating Circumstances Deadline	<p>The deadline for declaring extenuating circumstances after an assessment as described in Section 3 (Situations 5 to 7).</p> <p>This deadline will be published by the School in advance of the assessment.</p>
Student Engagement and Success Policy	The University Procedure which explains the expectations of your engagement with your programme of study.
Summative Assessments	Assessments that contribute to your final module mark.

Section 9

This shows a basic overview of the process. Please be sure you read the Procedure to understand all the information you need.

