PROCEDURE 006
EXTENUATING CIRCUMSTANCES

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1. Introduction

1.1 This Procedure describes how the Academy of Contemporary Music (ACM) considers formal Extenuating Circumstances claims in relation to the outcome of a student's summative assessment and overall programme/award/classification outcomes.

1.2 This Policy applies to students studying on the Foundation Year, and FHEQ Levels 4, 5, 6 and 7 at all ACM campuses.

2. Procedure

2.1 Students requesting consideration of Extenuating Circumstances are required to complete and submit the online Extenuating Circumstances form before the assessment deadline.

2.2 Once the online form has been submitted, students will be contacted with instructions on submitting the supporting documentation required. Details of the types of documentation required can be found in Appendix A.

2.3 Students may request the consideration of Extenuating Circumstances for the following reasons:

- Illness (mental or physical) or Injury
- Bereavement
- Victim of a criminal offence
- Public transport delays of over 1 hour
- Private transport issues
- Personal/ family/ wellbeing difficulties

2.4 If an extenuating circumstances request is received after the given deadline, without good reason, it will not normally be accepted.

2.5 All extenuating circumstances requests are considered by the Extenuating Circumstances Panel (ECP) or the designated nominee.

2.6 The ECP or designated nominee will consider the requests, on a prima facie case, to either approve or decline the applications.

2.7 The ECP or designated nominee will not make an academic judgment regarding submissions, resubmissions or possible conceded passing grades.

2.8 Students will normally receive a decision on the outcome of their Extenuating Circumstances request ahead of the assessment deadline. If the case is more complex and requires extensive discussion, it may take longer to communicate an outcome with the student. Where this is the case, the student will be kept up to date

with the progress of their application. Students should be aware that by submitting work for assessment they are declaring themselves 'Fit to sit.'

2.9 In the event that an extenuating circumstances request is not upheld, and the student feels there has been a material or procedural error in the operation of this procedure, or implementation of the relating policy, the student can be referred to ACM's Student Complaints and Grievances Policy.

Fitness to Study

2.10 Upon presentation of pro forma, rationale and evidence, and where the Panel considers that there is a compelling and significant need, the Panel may action relevant stakeholders to engage the student in the Fitness to Study procedures.

Reasonable Adjustments

2.11 Students who have a long term condition or learning need which significantly impacts their ability to submit summative assessment work or otherwise complete summative assessment work throughout their candidature should be engaged with Reasonable Adjustments procedures. By virtue of their long term needs, students should be supported outside the Extenuating Circumstances procedures, and should be engaged with completing an Individual Learner Arrangement (ILA), which clearly and transparently articulates any adjustments to assessment modes or deadlines throughout their time with ACM.

2.12 In cases where the ECP or designated nominee considers that the student would be appropriately supported through long term reasonable adjustments, an action may be given for the student, Intervention Officer, Additional Needs and Disability Manager or equivalent and/ or other member of Student Services staff to convene to mutually agree the adjustments to be applied.

3. Responsible Parties

3.1 This Policy is under the responsibility of the Quality & Standards Committee. The responsible committee will ensure the cyclical review of this Policy is carried out under ACM's Quality Assurance Framework.

4. Related Documentation

- Extenuating Circumstances Policy
- Academic Appeals Policy
- Learning, Teaching, Assessment and Attainment Policy
- Equality and Diversity Policy
- Fitness To Study Policy

5. Date of Approval and Next Review

Version: 3.2

Approved on: 01 September 2023

Approved by: Quality & Standards Committee

Date of next review: August 2024

Appendix A: Supporting Documentation

Issue	Required Documentation	Further guidance
Illness/ Injury	An original medical certificate must be provided and be signed, dated and stamped by an approved Doctor/Surgery/Hospital.	It must state what the student was affected by, the period of time affected and how it may affect a student's academic performance
Bereavement	A letter from a relative and a funeral order of service (where possible).	If either of these items are difficult to obtain, please speak to a member of the Assessment and Programme Team for advice.
Victim of a criminal offence	A letter provided by the police.	The letter must contain the police case reference number.
Public transport delays of over 1 hour	A letter from the operating company.	If this is difficult to obtain due to the timeliness of the request, please speak to a member of the Assessment and Programme Team for advice.

Private transport issues	Dependent on circumstances, please speak to a member of the Assessment and Programme Team for advice.	This will only be considered if acceptable authoritative evidence is supplied, if the problem is deemed unavoidable and if the student is able to articulate why they were unable to access forms of public transport.
Personal/ family/ wellbeing difficulties	Dependent on circumstances, please speak to a member of the Assessment and Programme Team for advice.	