



Extenuating Circumstances Policy

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1. Introduction

1.1 Purpose

This policy sets out the arrangements by which NMITE will consider requests for additional academic consideration where your performance or ability to complete an assessment has been affected by serious, and sudden, circumstances.

Decisions will be made fairly, consistently, proportionately, and transparently, with due regard to your individual circumstances.

1.2 Scope

This policy applies to:

- You if you are registered on an undergraduate degree and taught master's programme;
- all forms of assessment;
- short-term, exceptional circumstances.

It does not replace ongoing support arrangements for long-term conditions, except where these are newly diagnosed or not yet in place.

Extenuating circumstances cannot be used to compensate for poor performance by adjusting, recalculating or uplifting assessment marks.

1.3 Definitions

- Extenuating Circumstance (EC): unforeseen event outside your control with a demonstrable adverse impact on assessment.
- Controlled Assessment: an assessment conducted in the presence of an assessor.
- Extension Pass: a limited self-service extension mechanism (see Section 2).

1.4 External Framework

This policy is aligned with the *Good Practice Framework: Requests for Additional Consideration* published by the Office of the Independent Adjudicator.

1.5 Principles

NMITE will ensure that:

- processes are accessible and clearly communicated;
- decisions are evidence-informed but proportionate;



- you are not disadvantaged by procedural technicalities where fairness requires discretion;
- confidentiality is maintained.

1.6 Your Responsibilities

You are expected to:

- notify NMITE about an EC as soon as reasonably practicable;
- submit EC claims within stated timescales where possible;
- provide appropriate supporting information.

Failure to do so may affect the outcome, although discretion may be applied where justified.

2. Extension Passes

2.1 Entitlement

You will be entitled to a specified number of Extension Passes per FHEQ level, dependent on programme and year of study. The individual allowance will be available in Core.

2.2 Nature of Extension Passes

An Extension Pass:

- applies to one assessment only; i.e., not all assessments on a module
- provides an extension to a maximum of five calendar days; based on effects and circumstances submitted
- applies only to non-controlled assessments (ref.1.3).

2.3 Restrictions

Extension Passes are not permitted for team-based assessments.

2.4 Application Process

You must submit requests via Core and indicate that you wish to use an Extension Pass:

- a reason must be provided for monitoring purposes;
- approval will normally be automatic if you have not used your entitlement of passes



2.5 Timing

Requests should be submitted before the assessment deadline. Where this is not possible, you may submit an EC claim without disadvantage.

2.6 Use and Support

If you exhaust your entitlement within an FHEQ level, you will be invited to meet with Student Services. This is to:

- support effective time management, and
- identify any underlying issues where additional support may be helpful.

2.7 Relationship to EC Process

The Extenuating Circumstances process remains available if you experience genuine unforeseen difficulties. Through this process, you may request extensions or other forms of academic consideration. Use of Extension Passes is encouraged where appropriate but is not mandatory.

Failure to use an Extension Pass will not invalidate an EC claim.

3. Extenuating Circumstances

3.1 Reasons for making an application for extenuating circumstances:

- Extension to deadline – approved by the relevant programme lead (or nominee);
- Absence or non-submission – referred to Extenuating Circumstances Committee;
- Claim of impacted performance (where permitted under the Fit to Sit/Submit provisions detailed in section 3.5) – referred to Extenuating Circumstances Committee.

3.1.1 An accepted claim for impacted performance does not result in marks being adjusted, uplifted, compensated or recalculated. Where a claim for impacted performance is accepted, the normal outcome in relation to failed assessment(s) will be a further uncapped resit opportunity in accordance with the Academic Regulations. Accepted extenuating circumstances may also be taken into account in specific circumstances permitted by the Academic Regulations, including consideration of borderline classifications.

3.2 Eligibility Criteria

Claims must normally demonstrate:



- circumstances that are unforeseeable and unavoidable (outside your control);
- a material adverse impact on your ability to study or complete an assessment;
- the timing of the circumstances is relevant to the assessment(s) affected;
- where the assessment has already been submitted or attempted, a clear explanation of why the Fit to Sit/Fit to Submit principle should not apply (as detailed in section 3.5)
- appropriate supporting evidence (Ref Section 6).

Examples of acceptable circumstances are provided in Appendix 1. These are not exhaustive. Each claim will be considered individually, recognising that similar circumstances may affect students differently.

NMITE reserves the right to exercise reasonable academic judgement where strict criteria are not fully met but fairness requires consideration.

3.3 Ongoing Circumstances

Where circumstances are ongoing:

- you should seek appropriate support (e.g. medical or professional advice).
- You may need to explore long-term measures (e.g. study adjustments, interruption to studies).

Repeat claims will not normally be accepted without evidence of a new or significantly worsened impact.

3.3.1 Where circumstances are ongoing but external to you (e.g. caring responsibilities), they may be considered over a longer period where interruption of studies is not appropriate. You should speak to your Personal Tutor or the Student Lifecycle Manager for advice.

3.4 Disruption to Assessment

Where disruption affects a cohort (e.g. technical failure), adjustments will normally be made through academic moderation, and individual EC claims will not be required.

3.5 Fit to Sit or Submit

3.5.1 By submitting an assessment, attending a controlled conditions assessment, or otherwise undertaking an assessment attempt, you are normally deemed to have declared yourself fit to do so and that you are not affected by extenuating circumstances which would materially impair your performance.



3.5.2 Where you are aware of circumstances that may affect your ability to perform in an assessment, you should:

- Use one of your Extension Passes (where appropriate and/or possible); or
- submit an Extenuating Circumstances claim before the assessment deadline or examination; or
- refrain from submitting or attending the assessment and seek advice from NMITE Student Services.

3.5.3 If you choose to submit an assessment or attend a controlled conditions assessment, a subsequent claim for impacted performance relating to circumstances known to you at the time will not normally be accepted.

3.5.4 Exceptionally, a retrospective claim may be considered where:

- the circumstances arose during the assessment;
- the nature of the circumstances meant that you could not reasonably have understood or acted upon their impact at the time; or
- there are other exceptional reasons why application of the Fit to Sit / Fit to Submit principle would be unfair.

The burden of demonstrating that an exception should apply rests with the student.

4. Timescales

4.1 Submission Deadlines

Claims should be submitted:

- before the assessment deadline; or
- within seven calendar days thereafter.

4.2 Late Claims

Late or retrospective claims may be considered only where there is compelling evidence explaining why you could not submit on time. Where a student has already submitted an assessment or attended a controlled conditions assessment, the provisions of Section 3.5 (Fit to Sit / Fit to Submit) shall also apply.

4.3 Non-Submission / Non-Attendance

Where no valid claim is accepted, a mark of zero will normally be recorded after 7 days. This may be reconsidered where subsequent evidence demonstrates valid grounds.



5. Submission of Claims

5.1 Process

You must submit claims via the official system and include supporting evidence.

5.2 Advice and Support

You are encouraged to seek guidance from your Personal Tutor or another appropriate staff member prior to submission.

5.3 Incomplete Claims

Claims without evidence will not normally be processed unless there is a valid reason for delay.

5.4 Near-Deadline Circumstances

You must make a reasonable decision regarding submission. Where you decide to submit an assessment or attend a controlled conditions assessment despite circumstances that may affect your performance, the Fit to Sit / Fit to Submit provisions set out in Section 3.5 will normally apply.

5.5 Timing of Consideration

You should submit claims before the relevant Assessment Board. Later claims may be considered where fairness requires.

5.6 Appeals

You may submit an academic appeal where:

- new evidence is available; and
- it was not reasonably possible for you to submit earlier.

5.7 Late Diagnosis

Claims relating to late diagnosis must be submitted promptly following confirmation.

6. Supporting Evidence

6.1 General Requirements

Evidence should normally be:

- independent;
- relevant;
- verifiable.

A proportionate approach will be taken where evidence is difficult to obtain.



6.2 Evidence Standards

Your evidence must:

- be from an appropriate source;
- confirm relevant timing;
- be authentic and unaltered;
- be in English (or officially translated).

6.3 Late Evidence

You may request additional time to submit evidence. Failure to provide evidence may result in rejection of the claim.

6.4 Verification and Misconduct

NMITE reserves the right to verify evidence. Submission of false evidence may result in action under academic misconduct procedures. If your evidence includes information about another person, you must ensure:

- you have their consent, and
- data protection requirements are met.

6.5 Confidentiality

All information will be handled in accordance with data protection requirements.

7. Notification of the Outcome of the Claim for Extenuating Circumstances

- 7.1 If your application is for an extension to deadline, you will normally receive the outcome within 3 working days, with an agreed new submission deadline (if required).
- 7.2 If your application is referred to the Extenuating Circumstances Committee, you will be informed of the outcome of claims via email to your NMITE student email address within five working days of the decision of the Committee.
- 7.3 The Committee does not have authority to increase, amend, or uplift assessment marks on the basis of extenuating circumstances. Where a claim is accepted, the Committee may recommend one of the following outcomes:
- i. Accept: the claim is accepted as affecting item(s) of assessment(s); in this case the potential outcomes dependent on the reason for the EC application are:
 - providing an uncapped resit attempt
 - providing a retake (3rd attempt) with or without a repeat period of study
 - consideration of approved ECs in the case of borderline classification



- ii. Reject: the claim is not accepted as affecting item(s) of assessment(s) as it does not meet the definition, and/or does not have appropriate supporting documentation, and/or is submitted late without a compelling reason.
- iii. No Further Action (NFA): this decision may be taken if a student has made a claim, but assessment results are a pass.

8. Extenuating Circumstances Committee and Assessment Board

- 8.1 The Extenuating Circumstances Committee (ECC) is a sub-committee of Academic Council and is responsible for consideration of Extenuating Circumstances (EC) claims. The ECC shall evaluate applications based on the evidence submitted and report outcomes to the relevant Assessment Board in accordance with the Academic Regulations and any applicable professional, statutory, or regulatory body requirements.
- 8.2 Formal records of proceedings shall be maintained, with appropriate anonymisation, to ensure transparency, consistency, and institutional oversight.
- 8.3 The ECC is responsible for:
- ensuring the timely, fair, and consistent consideration of EC applications in accordance with Academic Regulations;
 - maintaining accurate and secure records of all applications and decisions;
 - reporting outcomes to the Assessment Board;
 - making recommendations in cases of borderline classification where ECs have been upheld; and
 - providing anonymised data and reports to Academic Council to inform institutional monitoring and enhancement.
- 8.4 The Assessment Board shall consider recommendations from the ECC when determining student outcomes, particularly in cases of borderline classification. Such consideration does not involve the amendment or recalculation of assessment marks but may inform decisions expressly permitted under the Academic Regulations. The Board must be satisfied that programme learning outcomes have been met before applying any recommendation.

9. Appealing the Decision of the Extenuating Circumstances Committee

- 9.1 If you are dissatisfied with the outcome of an Extenuating Circumstances decision, you may appeal the decision via the Academic Appeals Procedures, so long as your appeal meets the relevant criteria – specifically that new evidence



exists which it was not possible for you to submit at the time of submitting your claim for Extenuating Circumstances.



Appendix 1 - Grounds for Extenuating Circumstances

The following guidance sets out the types of circumstances which will normally be considered. The examples under different categories should help you understand whether you may want to make a claim. This is not an exhaustive list and, in all circumstances, the impact on the students will be considered, acknowledging that the same circumstance may affect and impact students differently.

	CATEGORY A:	CATEGORY B:	CATEGORY C:
	Circumstances which will normally be considered:	Circumstances that may be considered where there is a substantial impact on you:	Circumstances that will not normally be considered; please consider using an Extension Pass
Bereavement	- Bereavement will be considered on a case-by-case basis and consideration will be given for the impact on the students' ability to engage with their programme and assessment deadlines		
Short-term medical conditions	- Serious personal injury, medical condition, or mental health condition	- Moderate personal injury, medical condition, or mental health condition (e.g., Influenza, or for an acute flare up of a chronic condition (e.g., migraine, epileptic seizure, panic attack)	- Minor illnesses or injuries (such as coughs, colds, headaches, hay fever) - Elective surgery
Long-term medical conditions	- Serious worsening or acute episode of an ongoing disability, medical condition, or mental health condition	- Circumstances where there is insufficient time to put Reasonable Adjustments in place - Newly diagnosed disabilities or long-term medical or mental health conditions	- An ongoing disability, medical condition, or mental health condition (you should apply for Reasonable Adjustments)



	CATEGORY A:	CATEGORY B:	CATEGORY C:
	Circumstances which will normally be considered:	Circumstances that may be considered where there is a substantial impact on you:	Circumstances that will not normally be considered; please consider using an Extension Pass
		- Medical or mental health conditions which fluctuate unpredictably	
Pregnancy and maternity (Pregnancy refers to the condition of being pregnant or expecting a baby, and maternity refers to the period of 26 weeks after birth)	- Serious complications in pregnancy or maternity	- Moderate illness due to pregnancy or maternity e.g. morning sickness	- Pregnancy or maternity where there are no complications (you should apply for Reasonable Adjustment or Leave of Absence) - Paternity, parental or adoption leave (you should apply for Reasonable Adjustment or Leave of Absence)
Parenting and caring	- Serious injury or illness in a child, sibling, parent, spouse, or partner	- Serious illness of a grandparent, aunt, uncle or relative not identified in Category A	- Relatives with minor illnesses or injuries (such as



	CATEGORY A:	CATEGORY B:	CATEGORY C:
	Circumstances which will normally be considered:	Circumstances that may be considered where there is a substantial impact on you:	Circumstances that will not normally be considered; please consider using an Extension Pass
		- Serious illness of a friend - Unexpected caring responsibilities for a child, sibling, parent, spouse, partner, or other close relative - A breakdown of your normal childcare arrangements	- coughs, colds, headaches, hay fever etc.) - Day-to-day childcare - School holidays
Major incidents	- Direct experience of a terrorist incident, war, or natural disaster - Major fire or flood in residence	- Direct experience of war, terrorist incident or natural disaster by a child, sibling, parent, spouse, partner, or other close friend or relative - Serious travel or other disruption caused by a terrorist incident, war, or natural cause (flood/heatwave)	- Booked travel arrangements - Minor private or public transport failure - Missed or delayed trains, tubes, or buses - Poor timekeeping

	CATEGORY A:	CATEGORY B:	CATEGORY C:
	Circumstances which will normally be considered:	Circumstances that may be considered where there is a substantial impact on you:	Circumstances that will not normally be considered; please consider using an Extension Pass
Crime	- Victim of violent crime (e.g. assault, mugging, sexual assault, rape)	- Victim of non-violent crime - Theft of work required for assessment	- Victim of petty theft e.g. mobile phone theft, bicycle theft or car break-in (unless these involve mugging or assault)
Family and personal difficulties	- Domestic abuse	- Family breakdown (such as divorce) - See above for parenting and caring responsibilities	- Booked holidays - Trips to see family abroad - General domestic/ family problems
Financial difficulties	- Serious financial problems preventing you from studying		- General financial problems
Housing difficulties	- Serious housing problems such as the home becoming uninhabitable and therefore preventing you from studying	- housing problems such as eviction	- Moving home - General housing problems
Work and other commitments	- Professional emergencies e.g. medical, police, fire	- Commitments related to work interviews, selection activities and internship opportunities	- Ongoing work commitments



	CATEGORY A:	CATEGORY B:	CATEGORY C:
	Circumstances which will normally be considered:	Circumstances that may be considered where there is a substantial impact on you:	Circumstances that will not normally be considered; please consider using an Extension Pass
		- Major changes in professional commitments affecting your ability to study - Changes to work commitments for critical workers (e.g. NHS staff)	- Participation in extra-curricular activities (e.g. sport) - Time spent on job/internship applications/ interviews
Academic work		- Serious problems with academic project work e.g. obtaining ethical approval, equipment failure - Fasting during an assessment period	- General exam or assessment worries - Misreading the timetable or misunderstanding the requirements of assessments. - Poor time management - Failure of IT equipment/ printers - Failure to back up documents



	CATEGORY A:	CATEGORY B:	CATEGORY C:
	Circumstances which will normally be considered:	Circumstances that may be considered where there is a substantial impact on you:	Circumstances that will not normally be considered; please consider using an Extension Pass
Court appearance	- Jury Service - Attendance at court or tribunal as a witness, defendant, or plaintiff		- Supporting a relative or friend at court
Other			- Circumstances which are foreseeable or preventable - Claims that you were unaware of the dates or times of submission or examination - Circumstances which do not relate to the timing of the assessment - Circumstances without reasonable supporting evidence (medical or otherwise)



	CATEGORY A:	CATEGORY B:	CATEGORY C:
	Circumstances which will normally be considered:	Circumstances that may be considered where there is a substantial impact on you:	Circumstances that will not normally be considered; please consider using an Extension Pass
			- Circumstances supported by evidence from a relative or other person with a conflict of interest.

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	January 2024	Improved clarity on grounds of claims
	March 2025	Biennial Review
	Oct 2025	Changes in Academic Leadership
	May 2026	Changes to processes for AY 26/27
	July 26	Inclusion of new facility for extenuation passes and removal of self-certification option. Re-write and re-ordering to improve clarity Consolidation of relevant only information regarding ECC and Assessment Board.
Summary of changes made to this version	Addition of section 3.5 on Fit to Sit Principle (also covered in additional sentence in 4.2 and 5.4, 3.2 and 3.1)	
	Addition of expanded definition of limits on what an accepted claim of impacted performance can result in within section 1.2, 3.1.1 and 7.3 and 8.4	
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Related Policies, Procedures, Guidance, Forms or Templates	Academic Appeals Policy Assessment Policy	
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