



Extenuating Circumstances



September 2024

To be reviewed in September 2025

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1 Policy

As a student, there may be difficult circumstances in your life that affect your ability to meet an assessment deadline or affect your performance in an assessment. These are known as extenuating circumstances or 'ECs'; they are exceptional; they are outside of your control.

As a student, it is your responsibility to let the Islamic College know about any EC's that have affected your work. Where appropriate, these circumstances can be taken into account by the Assessment Board when making its decision. There are some options that can help you deal with your ECs. For example, you can request a short extension, or a deferral, of assessment to the next assessment period from the Academic Board. If you are affected by an EC, you can request:

- A short extension without penalty of up to 15 days from a coursework deadline.
- A deferral of the assessment, without penalty to the next available opportunity.

Your ECs (without specific details) will be reported to the Assessment Board. This Board is responsible for making your progression/finalist decision. The report of your ECs allows the Board to make an informed progression/finalist decision. The Board however, will not change students' grades.

Those wishing to apply for ECs need to complete the appropriate form (Appendix 1) and attach documentary evidence. The Academic Board will review the submitted form and its accompanying evidence and the Board's decision will be communicated to the students who have submitted their form through the Registry within a week of the Board meeting.

Following consideration of a claim for EC by the Board, the Registry will inform Module Leaders about the 'outcome response' which is based on the Board decision. This 'response' will be sent to students who have been granted a short extension or deferral or those whose request has been denied, as the case may be. This is done via desire2learn platform, which is the Islamic College virtual learning environment. The outcome of any EC claim might be different from what has been requested. ECs can only be requested for summative assessment, not for formative assessment, i.e. only for assessment that counts towards students' overall module grade.

Deferred assessment with respect to any module in which one or more students have submitted ECs forms must take place at the next available assessment opportunity unless a further deferral is exceptionally granted. In all other instances failure to complete the assessment of the assignments of the students whose request for deferral had been granted, results in the failing the module by the students in question. Moreover, upon retaking the failed module, their grades will be capped.

Deferral of assessment may affect the decision of the Progression Committee on

whether students who have submitted EC forms could proceed to the next stage of their Programme, and if so, in what mode of study.

Deferred assessment, in the case of the students who have failed their module, must be reassessed at the next available opportunity. Students who have deferred assessment are not entitled to further tuition in the deferred module. Registered students as full time, part time or a continuing student can only take differed modules. Deferred assessment or reassessment will not be permitted beyond two years from the first assessment opportunity for the module registration.

The Assessment Board must indicate at the time of initial deferral in a module the deferral requirements using the following codes:

- DC Deferred Coursework
- DA Deferred All Assessment
- DD Deferred Dissertation
- DO Deferred Other (Short Extension)

1.01 What is happening?

As you will be aware, the partnership with the University is coming to an end. The Islamic College and Middlesex University have agreed that their collaboration ended as of 31st December 2023 and there are no new students joining the collaborative programmes with Middlesex University after October 2023. However, irrespective of the collaborative partnership situation, The Islamic College is continuing its activities and our programmes will continue to be offered and delivered at BA and MA levels, thereby please note its business as usual.

1.02 How will this affect you?

As you are due to complete your degree programme, your studies should not be affected and we will continue to teach the full suite of modules and classes as usual at the Islamic College. All students registered onto any collaborative programme with Middlesex University before 31st December 2023 will be supported to complete their studies beyond the end date of the collaboration, subject to meeting the usual progression requirements of their programme. For current students including new intakes of autumn 2023, the content, title and name of awarding body of the programme of study will be unchanged.

Please note, however, that as we will be closing the partnership between Islamic College and Middlesex University, we may not be able to accept certain requests to suspend or defer studies, or offer significant extensions for completion of academic

assessment, although this will depend on particular circumstances. If you think you might be seeking to explore any of these, or to make any change to your studies, please speak to the Registry department as soon as possible.

1.03 Contacts

Registry

BA Department - Tel 020 8451 9993 Ex 211

MA Department – Tel 202 8451 9993 Ex 207

Middlesex University **(for Middlesex University registered students only)**

<https://unihub.mdx.ac.uk/study/spotlights/assessment/appeals> [Appeals | UniHub \(mdx.ac.uk\)](#)

Middlesex University registered students can Complete Middlesex University's form for APPEAL AGAINST AN ASSESSMENT BOARD'S DECISION.

2 Extenuating Circumstances Form

Please read this page carefully before completing the form.

- Use this form if you are attempting assessments but have **extenuating circumstances** which affect you.

<ul style="list-style-type: none"> • 	<p>Extenuating circumstances will only be considered:</p> <ul style="list-style-type: none"> • When they are outside of your control • When you provide supporting documentary evidence (please see below) • If you cannot automatically progress to the next stage of your programme • If your final award classification is on a borderline or your profiles indicate two different classifications. <p>The Assessment Board may:</p> <ul style="list-style-type: none"> • Consider the higher classification of degree if your final profile of grades shows two different classifications or a borderline • Allow assessment where your attendance has been below the required minimum • Compensate a reassessment grade of below 40 (but not projects) • Allow you to remain in full time or part time with a credit deficit
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<ul style="list-style-type: none"> • Illness or injury - an original medical certificate must be provided and be signed, dated and stamped by an approved Doctor/Surgery/Hospital. It must state what you are suffering from, the period of time affected and how it may affect your academic performance • Death of a relative or friend - a copy of the death certificate is normally required • Burglary or theft – a Police crime report or case reference number is required • Public transport delay of over 1 hour – a letter from the Operating Company is required

<p>Assessment deferral request: Please tick here if you are prevented from taking exams or will miss deadlines and wish to be considered for deferral of assessment. IMPORTANT: Shortage of credit points may prevent you from continuing further tuition.</p>	
<p>Extenuating circumstances: Please tick here if you are attempting assessments but have extenuating circumstances which are affecting your academic performance. IMPORTANT: Extenuating circumstances are only considered when determining the progression or the final classification of borderline candidates. They are not used to change the grade in a module.</p>	

Complete the form overleaf.

Extenuating circumstances

Student name (in capitals):	Student number:	Base campus:

Normally, your request can only be considered with supporting evidence (see overleaf).

Summarise the circumstances affecting your academic ability. <i>The decision will be based on this information and your supporting evidence alone. A brief note of these circumstances will be put onto your computer record by the Assessment Manager and will be available for Assessment Boards to consider.</i> If the matter is very confidential, you are welcome to sign up for an appointment with the Assessment Manager (via the Campus Student Office).			
Period of time affected (dates):-		From:	To:
Module affected (code):	Coursework:	Exam:	Module tutor/s:
Circumstances (be brief!): <i>attach securely if continued on a separate page.</i>			
Effect on you: 			
Your declaration: <ul style="list-style-type: none">• I have read and understood all the information on this form;• I have securely attached documentary evidence supporting my case;• I declare that the information above and supporting evidence attached is true and accurate.			
Your signature: 			
Your telephone number in case of query: 			
SUBMIT THIS FORM TO YOUR BASE CAMPUS STUDENT OFFICE BEFORE THE DEADLINE.			

Campus Office only:	
Date of receipt: 	Date of Submission to the Board:
Further information requested? 	Head of Registry initials:

2.01 Reasons

Normally acceptable	Suggested sources of evidence	Notes
1. Illness, accident or severe trauma or an unexpected deterioration in an ongoing illness or chronic medical condition	Medical certification of illness or serious accident of the student It is recognised that it can be difficult to get timely verification from hospitals, but you should submit your claim, pending confirmation.	Evidence to show that reason occurs at the time of an assessment. Certification must be current, and not produced retrospectively.
2. An unpredictable deterioration in an ongoing illness or an unexpected issue impacting on completion of assessments because of a disability or health condition	Learning Support Form (LSF) Medical certification or independent verification	Where relevant statements are included in the LSF University disability and mental health advisors should be consulted as appropriate.
3. Recent death (< month) of someone close	Death certificate	"Close" can refer to parents (and guardians), children and siblings, a spouse/partner and it may include friends, in-laws, grandparents and grandchildren if it can be shown that the relationship was very close.
4. Serious levels of prolonged stress or anxiety	Medical certification	Could be caused by long term effects of bereavement or diagnosed conditions.
5. Unforeseen accident/Serious illness of a close relative	Medical certification	Could include sudden deterioration of an ongoing illness.
6. A significant change to the condition or circumstance of someone for whom the student has a caring responsibility	Relevant medical certification or evidence from social services	Illness or other event that precipitates more care required by the student just before or on the deadline.
7. Serious personal disruption	Independent verification such as supporting third-party evidence	Fire, burglary, requirement to appear in Court etc. relevant to the date of the assessment event or the period leading up to it. Travel problems are not normally accepted as students are expected to plan.
8. Significant change of employment circumstances.	Employer letter providing evidence	NB: This is not normally valid for Full Time students
9. If evidence of a declared disability is provided too late to be taken into account in the deadline for assessment.	Corroboration from a Disability or Mental health Advisor	If evidence of a disability is provided too late to be taken into account in the delivery or assessment of the module.

10. Religious Observance impact on scheduled examinations	A letter from a religious leader explaining the nature of the obligation and the way in which it impacts on the student;	Arrangements will only be made for religious days of obligations where it is prohibited to partake in examination activity.
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