

Extenuating Circumstances Policy

Policy Title	Extenuating Circumstances Policy			
Course type	HE	<input checked="" type="checkbox"/>	Practical	<input type="checkbox"/>
School	London	<input checked="" type="checkbox"/>	Online	<input checked="" type="checkbox"/> Ibiza
Approved by	Academic Board			
Owner	Head of Quality			
Date Approved	March 2020			
Date of Review	June 2021	Date of next review:	July 2022	
Version	1.2			
Publication	Staff Access	<input checked="" type="checkbox"/>		
	Student Access	<input checked="" type="checkbox"/>		
	Public Access via Point Blank website	<input checked="" type="checkbox"/>		

Contents

Policy statement	3
Appendix A – Extenuating Circumstances Form.....	4

Policy statement

The School wishes to be fair to all its students and recognises that there may be significant factors which can have an adverse effect on students' performance in assessments. Claims for extenuating circumstances are managed and considered in accordance with the Assessment Regulations (Section D8). The School follows and abides by [Middlesex University's policy](#) in line with the Point Blank Music School's systems on Extenuating circumstances. Please note, that whilst key aspects are included below, we strongly recommend that you read both this guide and Middlesex University's policy in full before submitting a claim. You must ensure your request is closely aligned to the examples of valid extenuating circumstances listed in Table A on page 13 of [Middlesex University's policy](#).

Requests for extensions or deferrals of assessment must be received no later than 5 working days before assignment deadlines. All requests must be submitted by completing the online extenuating circumstance form found here <https://forms.gle/WeUcvpWTFbKZqdhA9>

If there are less than 5 working days before your assignment deadline remaining, **please submit your work as normal to meet your deadline to the best of your ability.** You may instead submit an Academic Appeal anytime up to 28 days from the date your results are published if you would like to appeal your grade (See Academic Appeal section of "Essential Programme Information" on your VLE). You must have had good reason for not informing us of your extenuating circumstances before the deadline, in line with the guidance.

Please note, if you do not meet your deadline, and submit an Academic Appeal which is rejected, you will be failed.

"Personal circumstances which have affected a student's performance in an assessment and are brought to the attention of the Assessment Board when considering academic performance. An application for extenuating circumstances will only be considered if the circumstances meet the following criteria:

- The circumstances are unforeseen, exceptional; they are outside of the control of the student; and original supporting documentary evidence is provided".
- As linked above, circumstances are covered in table A, page 13 of [Middlesex University's policy](#).

a) All students have a responsibility to manage their learning during their registration at the School and may be required to complete and submit, or sit, a wide range of assessments. It is essential that students manage their workload efficiently so as not to struggle to meet deadlines or miss them.

b) However, the School recognizes that there may be times when serious adverse factors, beyond their direct control, prevent students from completing work to a deadline, or to their normal standard of achievement. For this reason, Point Blank Music School encourages students with extenuating circumstances to inform our Extenuating Circumstances Panel via the online extenuating circumstances form, and to request either an extension to the deadline for submission of a piece of work, and/or to request deferral of an assessment or an interruption of study.

c) Students with a disability or ongoing medical condition should contact the School's Student Services team to request adjustments to be put in place. However, we recognise an affected student may need to request a deferral or extension if, for example, they experience an acute episode or worsening of their condition resulting in reasonable adjustments no longer being sufficient.

d) No guarantee can be given that, following deferral of assessment or reassessment beyond the next available opportunity, the module content and form of assessment will remain unchanged. Normally, deferred assessment or reassessment will not be permitted beyond two years following the start of study for the module (normally the fourth opportunity for assessment of component).

e) A student cannot appeal the decision of an extenuating circumstances panel on whether or not to accept a claim of extenuating circumstances, but the Panel may reconsider the decision if significant new or further evidence is obtained. A student can use the procedures set out in Section G Academic Appeals following publication of results to request a review of the decision of the Assessment Board if there is evidence that there was an error in the implementation of procedures.

Appendix A – Extenuating Circumstances Form

Please submit an extenuating circumstances request via below online form:

<https://forms.gle/WeUcwpWTFbKZqdhA9>