

The Royal Marsden School – Extenuating Circumstances Self Certification Policy 2019/20

Summary

This policy provides the criteria within which self-certified academic deadline extensions can be granted outside of the Extenuating Circumstances Policy provided by University of East Anglia (UEA) whilst studying at the Royal Marsden School.

This policy only applies to students at the Royal Marsden School.

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Background

UEA are the academic partner for the Royal Marsden School. As part of this partnership they provide certain policies which govern the academic practice undertaken by the School. In previous years the Extenuating circumstances policy has been in line with the standard partnership policy with a self-certification element of 5 days. UEA have reviewed and adapted with policy to include a 3 day limit, this would provide inequality within our student body who are all in employment.

Scope

This policy covers the award of a self-certified extension outside of the Extenuating Circumstances Policy – Regulations for Partners provided by UEA.

This policy only applies to students at the Royal Marsden School.

Linked documents

This policy directly links to the Extenuating Circumstances Policy – Regulations for Partners provided by UEA.

Self-Certification

1.1 In a limited set of conditions a student may self-declare extenuating circumstances (ECs) without the need to submit supporting evidence. These “self-certification” requests (SCRs) will be automatically approved on receipt of an Extenuating Circumstances Request (ECR).

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1.2 The purpose of an SCR is to cover unforeseen, very short-term problems which impact on a student's ability to submit their coursework by the deadline but where obtaining third party evidence is either unreasonable or impractical. SCRs are intended to cover minor illnesses, urgent family emergencies and other personal circumstances which only impact for a maximum of 2 or 3 days.

1.3 SCRs can only be used with respect to Deadline assessments (e.g. Coursework, Written Assignment, Dissertation, Project); SCRs do not apply to Event assessments (e.g. Laboratory Demonstration, Objective Structured Clinical Examination (OSCE), Objective Structured Pharmacy Examination (OSPE), Presentation, Course Test and Examination).

1.4 The following conditions relate to the use of SCRs:

- (a) SCRs may be applied for between 5 working days in advance of and up to the submission deadline. Any application after the submission deadline will be treated as a standard ECR application.
- (b) Although there is no requirement to submit supporting evidence with an SCR, the request must indicate the ECs which have led to the request. The range of acceptable circumstances is the same as those outlined in Section 3 of the Extenuating Circumstances Policy – Regulations for Partners Policy document.
- (c) SCRs result in a 5 working day extension; for example, a submission deadline set for 4pm Monday will be extended to 4pm the following Monday.
- (d) A student is permitted up to two SCRs per academic year including (Deadline) reassessments.
- (e) SCRs may not be consecutively combined resulting in a 10 working day extension. If an extension beyond 5 days is necessary, an additional request must be submitted as a standard ECR along with supporting evidence.
- (f) SCRs cover all module coursework due within the 5 working day extension period.
- (g) Where the assessment is a group submission requiring a contribution from all group members, the SCR will be granted to all members of the group. Only the group member who actively requests the extension, however, will be deemed to have used one instance of their self-certification allocation.

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