

Maryvale Institute

Mitigating Circumstances Policy

Extenuating Circumstances

Maryvale Institute recognises that students may suffer from a sudden illness, or other serious and unforeseen event or set of circumstances, which adversely affects their ability to study for or to complete an assessment, or the results they obtain for an assessment.

Requesting an extension to an assignment deadline

The Student Handbook for each programme gives the policy and process for requesting an extension to the deadline for submission of an assignment. Students must submit their request on the appropriate form to the programme director who may grant an extension of two weeks upon reviewing the reason for the request. Further extensions may be permitted for substantial reasons; Faculty Board or Programme Directors/Registrar permission is required for an extension of over six weeks. Academic penalties are applied to work submitted late without permission.

Study breaks, intercalation and withdrawal

Maryvale Institute operates a policy on breaks from study and withdrawal. For reasons of ill health or other extenuating circumstances a student may request an intercalation or study break. Requests for intercalation or a study break must be submitted in writing and approved by the programme director and will only be considered for medical, compassionate or other serious reasons on the provision of corroborating evidence (eg. a medical certificate).

Mitigating circumstances

This mitigating circumstances policy applies when a student feels that their performance in an assignment or examination has been seriously impaired by circumstances they have experienced. They may submit a request through their programme director, asking that they defer assessment to the next available opportunity, taking the assessment as if for the first time or that they should not be subject to a penalty for late submission. This should be submitted as soon as possible before or after the assessment time or deadline and normally no later than seven days after the assessment deadline.

Generally a student whose ability to study has been affected should discuss with their programme director the advisability of applying for a Study Break or intercalation so that they do not come forward for assessment until the adverse circumstances affecting their study have been resolved.

The student must provide their programme director with supporting evidence of the circumstances affecting their study, attendance or performance such as a statement from a qualified medical practitioner or evidence of physical or technical issues preventing their in person or virtual participation. This evidence should normally be

provided with the submission to the programme director or within seven days of that submission.

Maryvale will verify the authenticity of any evidence submitted.

The policy also applies where a student has been unable to submit an assignment or present for examination because of adverse circumstances, such as sudden illness. The student should advise their programme director at the earliest opportunity after the assignment deadline or examination. The student should provide corroborating evidence such as a medical certificate of the mitigating circumstances.

Mitigating circumstances panel

Mitigating circumstances submissions and supporting evidence will be considered by the programme director in conjunction with the Registrar or another programme director, acting as a mitigating circumstances panel, to ensure that all submissions are treated fairly and equitably and that the confidentiality of personal circumstances is respected. The mitigating circumstance panel will recommend to the Board of Examiners whether or not the mitigating circumstances have been accepted as the basis for possible deferral or waiver of late submission penalties.

If a student fails, without good cause, to provide the mitigating circumstances panel with information about mitigating circumstances within the timescales specified above, the panel has the authority to reject the request on those grounds.

Board of Examiners

Upon receipt of recommendations from the mitigating circumstances, the Board of Examiners will decide whether to:

- (a) provide a student with the opportunity to take the affected assessment(s) as if for the first time, allowing them to be given the full marks achieved for the examination or assessment, rather than imposing a cap;
- (b) waive late submission penalties;
- (c) determine that there is sufficient evidence of the achievement of the intended learning outcomes from other pieces of assessment in the module(s) for an overall mark to be derived;
- (d) note the accepted extenuation for the module(s) and recommend that it is taken into account at the point of award and classification.

The Board of Examiners, depending on the circumstances, may exercise discretion in deciding on the particular form any reassessment should take. Options are a viva voce examination, additional assessment tasks designed to show whether the student has satisfied the programme learning outcomes, review of previous work, or normal assessment at the next available opportunity. The student will not be put in a position of unfair advantage or disadvantage: the aim will be to enable the student to be assessed on equal terms with their cohort.

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