



Extenuating Circumstances Policy

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Policy statement

The School wishes to be fair to all students and recognises that there may be significant factors which can have an adverse effect on students' performance in assessments. The School therefore has created a process for genuine claims of extenuating circumstances to be fairly considered and accommodated for in the assessment process.

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, 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](#).

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/WeUcwpWTFbKZqdhA9>

If there are less than 5 working days before your assignment deadline remaining and you would like to claim extenuating circumstances, **please submit your work as normal to meet your deadline to the best of your ability.** Please also then submit an Academic Appeal up to 21 days from the date your results are published (or 28 days if you are due to graduate in the current term) to request consideration of your circumstances at an EC Panel, or to appeal your provisional 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](#).

Ways in which extenuating circumstances may be accommodated by the Extenuating Circumstances Panel or Assessment Board:

- [An extension of 1-2 weeks to the initial deadline, if possible.](#)
- [Contextual consideration of the student's provisional grade in line with past, unaffected academic performance.](#)
- [Deferred assessment without academic penalty, to the next possible assessment opportunity.](#)
- [Recommended temporary interruption of studies following an evaluation of fitness to study, in line with the Fitness to Study Policy.](#)

Important notes:

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, but the Panel may reconsider the decision if significant new or further evidence is submitted with good reason as to why it was not submitted initially. The Extenuating Circumstances Panel will be impartial and consider the evidence submitted fairly, with consideration of past, unaffected academic performance. 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 Extenuating Circumstances Panel or Assessment Board if there is evidence that there was material 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>