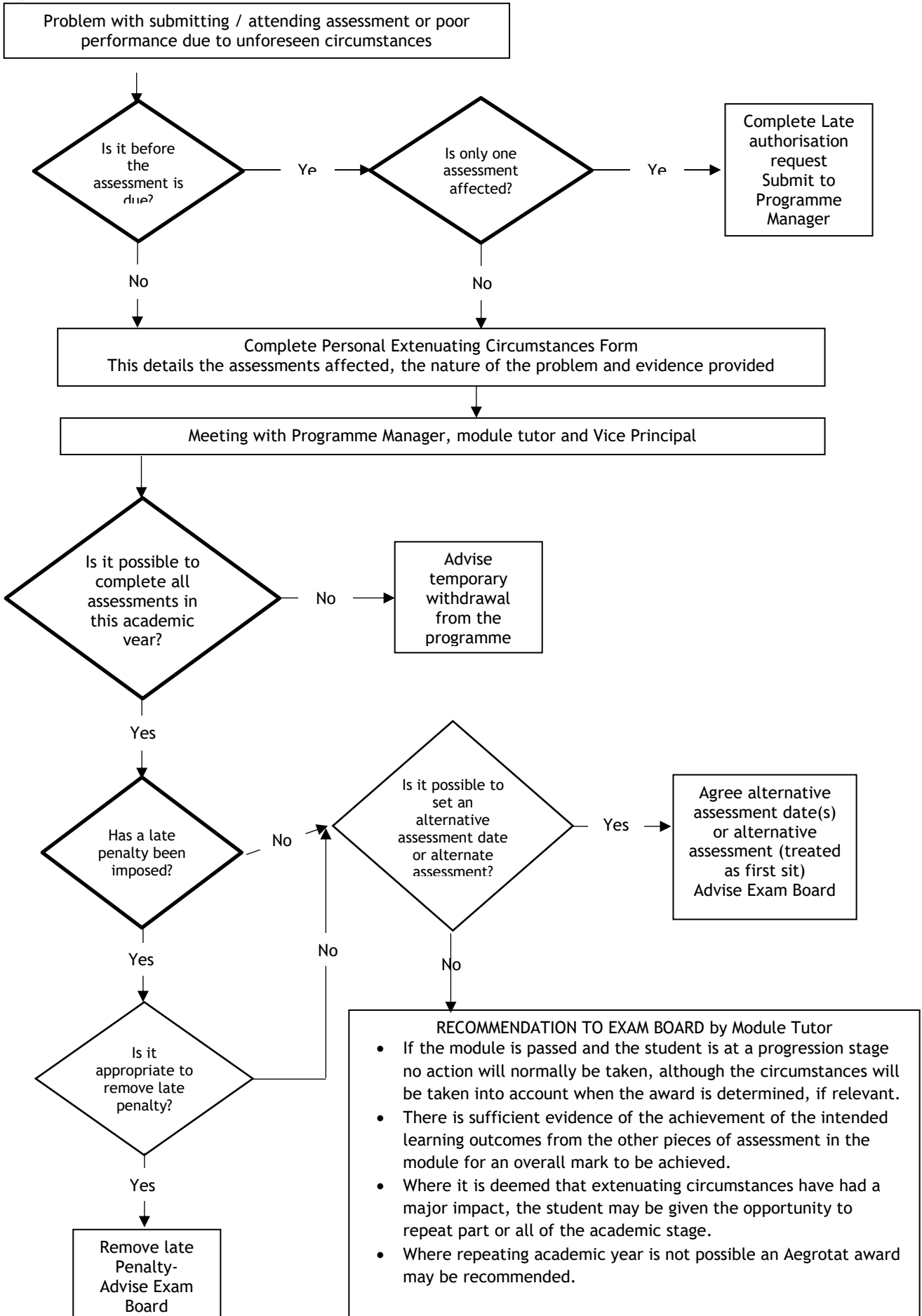


# 1 Personal Extenuating Circumstances (PEC) Policy and Procedure

Version Number	2.0
Version Date	25/10/16
Date Approved by Academic Board	09/03/18
Review Date (Annual)	08/03/19
Person Responsible	Programme Manager
Linked policies	Assessment procedures
Mapping to Quality Code	Chapter B6 / 10

# 1.1 Flowchart



## 1.2 Personal Extenuating Circumstances (PEC) Procedure

1.2.1 A PEC Form be submitted when -

- A student fails to attend or submit an assessment without a prior Late Authorisation and considers their personal circumstances caused that failure.
- The student's circumstance are likely to be long-lasting, serious, unforeseen and unpreventable and affect a number of assessments.
- A student completes an assessment on time but believes his / her performance was severely affected by personal circumstances.

1.2.2 Guidance of circumstances acceptable are given in the table below

Normally acceptable circumstances	Required evidence <sup>1</sup>
<ul style="list-style-type: none"> <li>• Tragic personal circumstances, e.g. death or serious illness of family member or close friend.</li> </ul>	Sight of death certificate (or photocopy) or independent corroboration of illness.
<ul style="list-style-type: none"> <li>• Significant personal accident or injury.</li> <li>• Serious ill health, which may include an acute episode of a disability or chronic condition affecting performance but not covered by special examination provision.</li> <li>• Late stage pregnancy or pregnancy with complications.</li> </ul>	Medical evidence, which specifically relates to the timing of the claim.
<ul style="list-style-type: none"> <li>• Acute personal or emotional trauma, e.g. acute anxiety or depression, family breakdown, breakdown of close personal relationship.</li> <li>• Jury service.</li> <li>• Impact of natural disaster, civil disruption or other major hazard.</li> </ul>	Independent corroboration of the circumstances.
<ul style="list-style-type: none"> <li>• Professional dance engagement</li> </ul>	Contract of employment
Normally unacceptable circumstances	
<ul style="list-style-type: none"> <li>• Employment commitments of full time students.</li> <li>• Pre-existing long-term medical conditions</li> <li>• Early stage pregnancy without complications.</li> <li>• Routine or long-term domestic or caring responsibilities.</li> <li>• Normal exam stress or anxiety experienced during revision or the assessment period, unless corroborated by medical evidence as a chronic condition and undergoing treatment.</li> <li>• Non-serious domestic or personal disruptions (financial difficulties, moving house, holidays, failed travel arrangements, oversleeping).</li> <li>• Term-time personal arrangements (e.g. holiday, wedding) made after starting the programme.</li> <li>• Study related circumstances (equipment failure, failure to take back-up copies of stolen or corrupted work, bunching of deadlines, assessments too close together, missing books,</li> </ul>	

<sup>1</sup> If not in English, a translation must be submitted together with the original evidence.

assessment re-scheduling, misreading the assessment timetable).

- 1.2.5 The form and supporting evidence must be submitted to the programme manager before the assessment date or no more than 7 calendar days after the assessment date. If an Exam Board decision has already been taken on the end of stage results, a claim can only be considered under the Appeals procedure.
- 1.2.6 PEC claims made prior to assessments where late authorisation is not an option (for example due to an injury preventing a number of practical assessments) will be assessed by the vice principal for learning and teaching and the programme manager. If the claim is valid, a meeting will take place with the student to discuss alternative, first sit, assessment dates, where possible.
- 1.2.7 In cases where the student's circumstances severely affect their ability to learn and be assessed over a long period of time, meaning that completion of that stage of study is not realistically possible in the same academic year, the student should temporarily withdraw from the course.
- 1.2.8 If the claim is made after assessment and considered valid by the vice principal for learning and teaching and the programme manager the following actions may be taken -
- Provide student with an opportunity to take the affected assessment(s) as if for the first time ie a "Sit" or "submit" allowing him/her to be given the full marks achieved for the assessments, rather than imposing a cap. The mark for the re-assessed work will count in full even if lower than the original mark. If the affected assessment is a resit, the student may be permitted to resit, as if for the first time.
  - Waiving of late submission penalties
- 1.2.9 If the claim is made after assessment and close to the end of the academic stage, where an alternative assessment schedule is not possible, the claim will be considered by the by the vice principal for learning and teaching and the programme manager and a recommendation made to the exam board.

Possible recommendations are as follows:

- If the module is passed and the student is at a progression stage no action will normally be taken, although the circumstances will be taken into account when the award is determined, if relevant.
  - There is sufficient evidence of the achievement of the intended learning outcomes from the other pieces of assessment in the module for an overall mark to be achieved.
  - Where it is deemed that extenuating circumstances have had a major impact, the student may be given the opportunity to repeat part or all of the academic stage.
- 1.2.10 Where further evidence is thought to be necessary the Exam board may assess the student by whatever means it considers appropriate. It may exercise discretion on

the form of re-assessment provided the student is not put in a position of unfair advantage over other candidates for the award.

- 1.2.11 Should a student be prevented by illness, or other circumstances, from completing the final assessed component of the programme, the board of examiners, having considered the relevant evidence (including medical certification) may make a recommendation that an Aegrotat award be made. Such exceptions are limited to students who are permanently unable to continue their studies and are registered for the final module that would complete a qualification, and have been assessed on at least part of the module. The board must be satisfied that the student's prior performance shows beyond reasonable doubt that they would have passed but for the illness, or other circumstances.

## Personal Extenuating Circumstances (PEC) Form

Name		Academic year	
Programme Title		Programme year	

A Personal Extenuating Circumstances (PEC) Form should be submitted when -

- You fail to attend or submit an assessment without a prior Late Authorisation and consider your personal circumstances caused that failure.
- Your personal circumstance are likely to be long-lasting, serious, unforeseen and unpreventable and affect a number of assessments.
- You have completed an assessment on time but believe your performance was severely affected by personal circumstances.

If you are requesting an extension for a single assessment, you should complete a Late Authorisation Form.

You must submit the form and supporting evidence to the programme manager as soon as possible. If an Exam Board decision has already been taken on your end of stage results, a claim can only be considered under the Appeals procedure.

If you are unable to submit work by the assessment deadline, and intend to submit a personal extenuating circumstances claim, please contact the programme manager to register your intention to submit a claim as soon as possible.

### Details of assessment/s affected

Module title	Assessment component	Coursework			
		Date	Did you attempt the assessment?	Indicate if extension agreed & new hand-in date	Did you attempt the assessment for the extended date?

### Circumstances affecting assessment performance

Please give details of the circumstances that have affected your assessment performance. Explain clearly what the problem/s is, how it has affected you and how this relates to the assessment/s you have listed. This should include an indication of the period you have been or expect to be affected.

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If you have received help from the Student Support Team in relation to any of the assessments identified, please give details below.

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Name of member of staff who you have discussed this claim with		Date of discussion	
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### Supporting evidence (see notes for required evidence)

List supporting evidence provided with this form, indicating type of evidence and date/s. If you cannot provide the supporting evidence by the deadline, submit this form and indicate here the evidence you intend to provide, and when.

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### Declaration

I declare that the information I have provided on this form is accurate and complete to the best of my knowledge and authorise Ballet West to make enquiries to verify the accuracy of the information if necessary.

Signature		Date	
Received by		Date	

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