**Personal Circumstances Policy and Covid-19 Pandemic related Considerations**

**Extensions for Coursework**

Students may apply for an extension if a significant and serious event that prevents submission arises before the published submission deadline for an individual coursework assignment. In the ongoing COVID-19 pandemic, extensions should be provided, **without evidence**, wherever necessary to support assessment completion.

Where possible, extensions should be requested at least 48 hours in advance of the deadline. The length of the extension is at the discretion of the module leader, but should be set to allow the marking processes to be completed in advance of the Board Reporting Deadline (BRD).

Examples of COVID-19 extensions include:

* IT issues; including difficulties in access to equipment and internet connection.
* Changes to caring responsibilities.
* Self-isolation.

Points to note:

* As the work is submitted after the deadline a student may receive their mark later than the rest of the cohort;
* It is not expected that a student would require repeated changes to deadlines;
* There must be parity for all students registered on the module. Granting an extension must not disadvantage other students, or unduly advantage the student who is applying for the extension;
* A student is permitted to submit the work earlier than the expiry date of the extension period if they wish.

**Using the Non-Attempt at Assessment and Special Mitigation Process**

Personal Circumstances claims for non-attempt at assessment should be considered **only when extensions cannot be facilitated**. Special Mitigation applications for exam (time limited) assessment, is available for students to submit an application for deferral where, following the start of the time-limited assessment, IT/internet failure does not allow the student to complete the assessment. In such cases evidence will not be required. Any other claims for Special Mitigation (non-COVID related) will be considered as per the Personal Circumstances Policy.

Any submissions of application for personal circumstances following a non-attempt at assessment due to COVID-19 **will not require evidence**.

Examples of requests that should be awarded a **Deferral Attempt** include, but are not limited to:

* IT failure.
* Internet access issues: access is intermittent or absent for periods of time that affect the student’s ability to complete the assessment and any associated research analyses.
* Caring responsibilities for individuals impacted by COVID.
* Difficulty gaining consistent access to learning spaces, difficulty managing workload due to unforeseen changes in domestic responsibilities due to changing circumstances around COVID-19
* Self-isolation.