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requests under this Policy will be that you will be offered a new submission deadline or examination date.

1.6. If there was disruption in an examination, such as excessive noise, poor lighting, noise from other students, such conditions should be reported to the relevant Associate Dean (Assessment). Consideration will be taken of any such disruptive examination conditions at the appropriate Progression and Awards Board.

## 2. Definitions

2.1 This Policy and Procedure applies if you are following a programme at GBS leading to GBS or Pearson Awards. If you are following a programme at GBS which leads to the award of one of our partner universities, you should consult instead the relevant policy and procedure on the website of that university, while noting any variations to these for students at GBS, signposted in Annex 3 to this document.

2.2 Circumstances which may be considered as extenuating (i.e. as exceptional or 'unforeseen' and over and above the course of everyday experience) are defined as those that you could not have otherwise reasonably avoided or acted to mitigate the impact; where the circumstances concerned were genuinely exceptional and the circumstances and timing did impact adversely upon the assessment activity in question.

2.3 Typically, Extenuating Circumstances will fall under one of the following categories, providing para 2.12 below also applies:

- i. your illness or injury which, in an employment context, would have lead to the granting of sick leave;
- ii. the death or serious illness of a family member or dependent, which in an employment context would lead to the granting of compassionate leave to you;
- iii. initial weeks of parental leave or unexpected caring responsibilities for a family member or dependent;
- iv. experiencing or witnessing a traumatic incident or crime which has had a substantial impact upon you;



- 2.9 A deferral involves a new, but equivalent, assessment task in the case of coursework. A deferred examination involves taking the equivalent examination at the next opportunity when the unit is taught; normally this would be in the following semester. The final project/dissertation may be deferred as long as it is judged that no advantage compared to other students is gained by the student. A deferred assessment, whether coursework or examination, will be marked as a first attempt, in which case the assessment will be awarded a mark reflecting its full academic worth
- 2.10 Requests for deferral are considered by the Extenuating Circumstances Panel.
- 2.11 The deferred coursework or examination will normally take place at the next offering of the unit in a subsequent semester. For a dissertation deferred beyond four weeks, a deadline in the next semester will be set to allow the marked work to be considered at the next Assessment Board.
- 2.12 This Extenuating Circumstances Policy & Procedure only applies where you seek an extension or deferral for a minority of the assessment due for the term concerned and, in the case of deferral, where you are likely to be able to submit work or attend examination at the next opportunity when the unit is taught/assessed. Where you are unable to complete the majority of assessments due in a term and/or are unlikely to be able to submit an assessment(s) or attend examination(s) at the next opportunity, you should consider progressing the matter via the Special Considerations and Reasonable Adjustment Policy and/or the <Interruption to Study Procedure>.
- 2.13 Throughout this Policy and Procedure, “days” means GBS working days.
- 2.14 This Policy and Procedure identifies GBS posts with specific responsibilities. In exceptional circumstances, alternate posts may be substituted at the discretion of the Provost.









5.9 If your application for deferral is received by Student Casework after the published or agreed extended submission deadline or date of the examination, the Extenuating Circumstances Panel will not consider this, except where:

- i. your application is received by Student Casework at least 5 days before the date of the relevant Progression and Award Board; and
- ii. you can show that circumstances beyond your control prevented you from contacting Global Banking School in this period or that you had good reason for









## **Annex 1 GBS Extenuating Circumstances Form (ECF)**

### **Confidential Information**

*This form must be completed and submitted with supporting third party evidence before any request for coursework extensirkpporting*







*student record at Global Banking School and may be referred to in subsequent Progression and Award Board meetings.*

*I authorise the reviewer(s) of this extenuating circumstances request to consider this form and any relevant information held by GBS to the extent necessary for the consideration of the extenuating circumstances request.*

***Please note that fraudulent claims for extenuating circumstances are considered as a Serious Offence under the Global Banking School Academic Misconduct Policy & Procedure and will result in a consequent penalty.***



## **Annex 2 GBS Extenuating Circumstances Panel**

### **Terms of Reference**

1. To have delegated authority from GBS Progression and Awards



## **Annex 3**