



## **Extenuating Circumstances Policy and Procedure**

### **Applications for Extensions of Deadlines or Mitigation**

**Applicable to all students on degrees  
validated by the University of Kent**

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## 1. Introduction

- 1.1 This Extenuating Circumstances Policy and Procedure applies to students on programmes validated by the University of Kent and it should be read in conjunction with the Regulations of the University of Kent; and in particular, Annex 9 of the Credit Framework for Taught Programmes and its Appendices<sup>1</sup>.
- 1.2 All students have a responsibility to manage their learning, revision and assessment activities throughout the duration of each term or assessment period at Escape Studios. Students are our partners in their studies and are expected to plan and manage their workloads properly and to be able to cope with the minor, short-term ups and downs of everyday life. It is normal for everyone to experience a level of stress and anxiety during their studies, especially around assessments. Students may consider approaching their personal tutor, Student Services or Student Counselling if they need support in handling both the normal pressures of student life, as well as during periods in which they experience difficult events in their personal lives.
- 1.3 Sometimes, a student on a degree programme may experience illness or other problems which prevent them from submitting an assessment on time or attending an examination, or, if they do submit or attend, prevent them from demonstrating their true ability and attainment. We use the expression “extenuating circumstances” for this type of situation and further definitions are given below in paragraphs 2.1 - 2.2 below. This document outlines the principles which apply in these circumstances and the procedure which students need to follow. It also sets out some of the likely outcomes of an application based on extenuating circumstances.
- 1.4 Students with Learning Support Agreements (LSA) are expected to manage their studies in accordance with their LSA, to make use of the recommendations and provisions of their LSA, to act in partnership with the support services available and to contact them if their needs change (see Section 5 below).
- 1.5 Please note that it is not appropriate to use the mitigation procedure as a means of retrospectively making any reasonable adjustments that may be necessary under the Equality Act. Escape Studios encourages early disclosure of learning difficulties or long-term disabilities in order to make reasonable adjustments that

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<sup>1</sup> Annex 9 of the Credit Framework for Taught Programmes: [credit-framework-annex-9.docx \(live.com\)](#);  
Appendix 1 to Annex 9: [credit-framework-annex-9-appendix-1.docx \(live.com\)](#);  
Appendix 2 to Annex 9: [credit-framework-annex-9-appendix-2.docx \(live.com\)](#)

ensure that such students are not at a disadvantage, and create Learning Support Agreements for students. Such adjustments should be made at the earliest possible opportunity and the application of mitigation should not be relied upon to retrospectively remove a disadvantage that could have been avoided. However, mitigation would still be considered for situations where the need for reasonable adjustments was not known earlier or the reasonable adjustments in place prove to be insufficient (See the Students with Additional Learning Needs Policy).

1.6 This policy is based on a number of key principles, including:

- a) **Fairness** both to the student with extenuating circumstances and the student body as a whole.
- b) **Consistency**: while every extenuating circumstance is different, we strive to ensure, where possible, that there is consistency of outcomes.
- c) **Proportionality**: we endeavour to ensure that the outcome is proportionate to the circumstances experienced by the student and does not go further and give them an unfair advantage.
- d) **Maintenance of academic standards**: students should not be given academic credit if there is insufficient evidence that they have achieved the requisite learning outcomes.
- e) **Confidentiality**: applications based on extenuating circumstances are heard by a small panel, so that confidentiality is maintained as far as possible.

## 2 What are Extenuating Circumstances?

2.1 Extenuating circumstances are illnesses or other circumstances which have had a negative impact so as to:

- (a) cause a student to perform less well in their assessed work than they may otherwise have been expected to do; and/or
- (b) impact their ability to attend examinations/practical assessments; and/or
- (c) impact their ability to submit work to deadlines.

2.2 Examples of extenuating circumstances include:

- a) Serious personal illness;
- b) Serious personal accident or injury or hospitalisation;
- c) Significant adverse personal or family circumstance;

- d) Worsening or acute episode of an existing medical condition (See Section 5 below for guidance on the distinction between circumstances covered by a Learning Support Agreement and the worsening of a medical condition).
- 2.3 Extenuating circumstances are also, normally, outside the student's control\* (\*See 2.4 below).
- 2.4 \*Escape Studios recognises that some students may have family or caring responsibilities that are likely to affect their studies. These circumstances may not be "unexpected" or "out of control" and it may be difficult for the Mitigation Committee to judge how significant an impact those circumstances will have. However, where those circumstances are placing the student at a disadvantage compared with other students, applications for mitigation on these grounds may be considered.
- 2.5 Escape Studios will not, normally, consider applications for mitigation in cases where the student was directly responsible for the circumstances, or where a student could reasonably have avoided the situation or acted to limit the impact of the circumstances. The following circumstances would not, normally be considered appropriate for mitigation (the list is not exhaustive):
  - a) Completing coursework too late and missing deadlines because of computer or transport difficulties;
  - b) Losing work not backed up digitally;
  - c) Failure to make alternative travel plans in the face of known disruptions;
  - d) Normal employment commitments;
  - e) Normal financial/budgetary commitments;
  - f) Failing to read an examination timetable or other instructions correctly.
- 2.6 See the Appendix for further examples on what can, and cannot, be considered extenuating circumstances.
- 2.7 It is accepted that, on occasion, it would be fair to take into account an unexpected crisis involving examples listed in section 2.4. This might be appropriate, for example, if could be clearly established that the crisis had significantly impacted upon the student's performance or ability to submit coursework.
- 2.8 If a student is aware in advance that they will not be able to submit a piece of coursework by the given deadline because of extenuating circumstances, then they should apply for an **extension** (see paragraphs 4.2 - 3.47 below).
- 2.9 A student may apply for **mitigation** with respect to any of the following:

- a) Late submission of coursework, where an extension was not obtained in advance;
- b) Non-submission of coursework;
- c) Absence from examinations or other timed assessments;
- d) Impaired performance in an assessment, where the assessment date has passed and the student attended or submitted the assessment but believes that their performance was impaired by their extenuating circumstances. Please note that students on the MLaw or LLB programmes cannot apply for mitigation relating to examinations which they attended (see Section 6 below).

### 3. Application Process and Deadlines

- 3.1. Before making an application based on extenuating circumstances, the student may wish to discuss the matter with their personal tutor or with a member of the Student Services team. However, the student should not delay making the application or obtaining the necessary evidence – the deadlines set out below will be strictly observed.
- 3.2. The electronic forms required for an extenuating circumstances application can be found and submitted via the Student Portal (MyEscape). The correct form to use will depend on whether an **extension** or **mitigation** is being requested; Student Services can provide advice about this, if necessary. Relevant evidence should be uploaded alongside the electronic form via the Student Portal (MyEscape). Please see section 4 below, on supporting evidence and self-certification. To contact Student Services, please email [studentservices@escapestudios.ac.uk](mailto:studentservices@escapestudios.ac.uk). Applications should not be sent to the student's personal tutor, programme leader, Dean or anyone else. Any applications sent to the wrong email address will not be considered.

### Extensions

#### Procedure for Applying for an Extension

- 3.3. An application for an extension must set out:
  - a) The extenuating circumstances justifying an extension; and
  - b) A description of the impact which the extenuating circumstances have had (or will have) on the student and their academic performance; and
  - c) The new deadline requested; and
  - d) The modules and assessments which are affected; and

- e) A self-certification statement with an explanation of the circumstances or, if the provision for self-certification does not apply, a list of the evidence attached (see section 4 below); and
- f) The student's agreement that the information can be shared with the appropriate Escape Studios staff, so that the application can be properly considered.

3.4. All extension requests must be:

- a) Made **at least 24 hours** in advance of the deadline for submission of the assessment in question;
- b) Submitted via the Student Portal (MyEscape); and
- c) supported by appropriate evidence or self-certification statements, as appropriate (See section 4 below).

3.5. Where supporting evidence is not supplied with the application, and the provision for self-certification does not apply, then the application for an extension will be rejected. A student may still be able to apply for mitigation if, for example, it is not possible to get evidence in time (see paragraph 3.24 onwards below). Advice on mitigation and permissible evidence is available from Student Services.

#### Procedure for Consideration of Extension applications

3.6. The application for an extension will be considered in the first instance by Student Services. If the request falls within the clear criteria for allowing an extension and there is appropriate evidence to support the application, then Student Services may approve the application.

3.7. If Student Services are minded to refuse the application, they will refer it to the Dean of the student's School, who will make the decision as to whether the application is accepted or rejected.

3.8. Students will receive a decision within one working day.

3.9. If a student's application for an extension is rejected, then the original deadline will still apply. As far as possible, a student awaiting a decision on an extension application should continue to work towards the original deadline.

#### Length of Extensions

3.10. Where an application for an extension is supported by independent evidence, the maximum length of extension would, normally, be up to seven days in term, or to the last Friday of the end-of-term assessment period.

3.11. Where an application for an extension is supported by self-certification in the absence of independent supporting evidence, the appropriate outcome would, normally, be an extension of equal duration to the period self-certified by the

student as being affected by extenuating circumstances. As provided at paragraph 4.22 below, students may self-certify for periods of up to seven consecutive calendar days.

- 3.12. Where a self-certified extension would cause the extended deadline to fall on a non-working day, an extension to the next working day may be granted.
- 3.13. Under self-certification, for an assessment to be marked in the current assessment period, students may be advised of a shorter extension deadline in order to allow for appropriate marking and moderation processes ahead of a scheduled Board of Examiners. The maximum extension deadline for students who are self-certifying would, normally, be midday on the Monday (or Tuesday, if the Monday falls on a bank holiday) of the second week of the end-of-term assessment period.
- 3.14. If a self-certified absence extends beyond the maximum extension deadline of a given assessment period, a student's self-certified absence will still be honoured but their work may be marked, without a penalty, in the subsequent assessment period. Students will not need to make additional mitigation applications, but they must note that there may be a significant delay in their receipt of assessment results for the assignments covered by their self-certification application. Students should seek advice from Student Services on the consequences of this, as this delay may have progression implications or delay graduation for final-year students. Students should, additionally, note that the University of Kent regulations on progression permit only 30 credits to be trailed into the next stage of a programme. (See the University of Kent Credit Framework for Taught Programmes<sup>2</sup>).

## Mitigation

### Procedure for Applying for Mitigation

- 3.15. Mitigation applications must set out:
  - a) The extenuating circumstances justifying mitigation; and
  - b) A description of the impact which the extenuating circumstances have had on the student and their academic performance; and
  - c) The modules and assessments which are affected; and
  - d) Whether or not the student attended or submitted the assessment in question; and

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<sup>2</sup> [credit-framework.docx \(live.com\)](https://www.kent.ac.uk/students/credit-framework.docx)

- e) A self-certification statement with an explanation of the circumstances or, if the provision for self-certification does not apply, a list of the evidence attached (see section 4 below); and
  - f) The student's agreement that the information can be shared with the appropriate Escape Studios staff, so that the application can be considered properly.
- 3.16. The deadline for submitting an application for mitigation is 5 working days after the assessment date. The assessment date is the submission deadline for coursework or the examination date for a timed examination. Please note that this deadline relates to the assessment date: students cannot wait to receive their results before applying for mitigation.
- 3.17. If it is not possible to obtain suitable evidence within 5 working days after the assessment date and the provision for self-certification does not apply, the application for mitigation should be submitted without the evidence by this deadline; in such cases, the application should include an explanation for why the student has not yet obtained the evidence, together with an indication of when the student expects to be able to forward the evidence to Student Services. Provided there is a good reason, this will be acceptable. Student Services will acknowledge the application and inform the student of the date when the Mitigation Committee will meet. Evidence must be received by Student Services at least 48 hours before the Mitigation Committee meeting.
- 3.18. It is recognised that, occasionally, it is not possible for an application for mitigation to be made within the 5-day deadline: for example, if the student has been ill in hospital and unable to complete the form. If this applies, then the student should complete the application when they are able to do so, and should include in the form their reasons for missing the deadline. Please note that this provision is intended to apply only to students who *cannot* apply before the deadline. If the application is received after the meeting of the Mitigation Committee, it may be reviewed by the Mitigation Committee, provided an outcome can be reached prior to the imminent Board of Examiners to which the Mitigation Committee reports. Otherwise, the student will be advised to submit an appeal (see Section 7 below).

### Mitigation Committee

- 3.19. Applications for mitigation are considered by a Mitigation Committee, which is a small sub-committee of the Board of Examiners. The details of each application will only be discussed by this small group, rather than the whole Board of Examiners. The applications are normally discussed by student number, so that they are anonymous, to further promote confidentiality. Occasionally it may be necessary for student names to be revealed at a Mitigation Committee meeting, in order for an application to be considered properly, but this is kept to a minimum. All personal



data relating to extenuating circumstances will be stored securely and in line with Data Protection regulations.

3.20. The Mitigation Committee considers:

- a) whether the circumstances outlined in an application amount to “extenuating circumstances” and therefore warrant mitigation, in line with the definition set out at paragraphs 2.1 - 2.2 above;
- b) the severity of the impact of the extenuating circumstances on the student’s academic performance;
- c) the documentary evidence (where applicable);
- d) the time period affected.

3.21. There is a range of potential outcomes for any mitigation application which will depend upon a complex interplay of different factors including:

- a) the severity of the impact;
- b) the student’s marks on the assessment in question;
- c) the student’s marks on the module in question;
- d) the student’s marks on other assessments and modules;
- e) the weighting of the assessment in question;
- f) whether the outcome would compromise the achievement of learning outcomes for the module and the maintenance of academic standards;
- g) specific rules relating to particular modules.

3.22. The most common outcomes are:

- a) **Re-attempt the assessment without penalty (sometimes known as “deferral”):** This allows the student to re-sit an examination or re-submit coursework as if it were a first sitting, i.e. without having their marks capped at the pass mark. If an application relates to a second sitting which would have been capped in any event, the re-sit mark will still be capped, but the student will be allowed an additional attempt. A student may be deferred on a module or modules for reasons of extenuation where the module(s) have been passed but the final mark(s) achieved for the affected module(s) falls in a range that is at least two classification bands below the student’s mean average level of achievement as derived from those modules that were unaffected by the mitigating circumstances reported. In such circumstances, the student may be given the choice to re-sit the assessment(s) concerned (only where this will count as a first sit); or to accept the pass mark(s) already achieved. Where student performance has been

significantly affected, even with passes, for 50% or more of the credit required for the stage, students will be allowed the option to repeat these modules in attendance as if for the first time in the following academic year. **Note:** Where a student elects to take up the opportunity to re-sit or repeat in attendance a module that they have already passed, the mark achieved at the earlier attempt will be struck from the record. Students will not be given the opportunity to choose between the better of the marks achieved, even if the further assessment attempt results in a failed mark.

- b) **Lift any late penalties:** This may apply where a student submitted some coursework late without having applied successfully for an extension.
  - c) **Disregard:** In certain circumstances, the Mitigation Committee can recommend that the result for a module should be calculated without reference to a unit of assessment that the student was unable to complete. For example, a student may have completed the coursework, but not the presentation, in which case the student's mark for the module might be based purely on the coursework. Disregard will only be used where there is sufficient evidence that (i) the student has met the learning outcomes for the module(s) in the remaining unit/s of assessment; and (ii) such adjusted marks properly represent the student's achievement on the module(s) as a whole;
    - Note 1: Where the module(s) in question have been failed, the above disregard measures may only be used, either individually or in combination, with respect to a maximum of 25% of the credit available for the stage;
    - Note 2: Where the module(s) in question have been passed, the above disregard measures may be used without restriction.
  - d) **Condonement:** If a student fails a module owing to extenuating circumstances, the Board can agree to award them the credit for that module, provided it is clear that the student has met the Programme Learning Outcomes. Condonement is not available for all modules and cannot be awarded for more than 25% of a Stage (or Level). Condonement is only available where the impact of extenuating circumstances is high.
- 3.23. After the Mitigation Committee meeting, the student will be told by email whether or not their extenuating circumstances were accepted. However, this email will not include the full details of the outcome of the application, i.e., which of the outcomes listed in paragraph 3.2222 above was recommended. The Mitigation Committee recommends an outcome which then goes to the Board of Examiners for final decision. Therefore, the student will receive the full outcome on receipt of their results after the meeting of the Board of Examiners.

## Comparison between Extensions and Mitigation

Extensions	Mitigation
Apply <b>before</b> the assessment date	Applies <b>either before or after</b> the assessment date
<b>Deadline:</b> 24 hours before the assessment date	<b>Deadline:</b> 5 days after the assessment date
<b>Decision:</b> within one working day	<b>Decision:</b> in principle decision (accept/reject) after Mitigation Committee. Full outcome decision with results after Board of Examiners meeting.
Most appropriate to <b>coursework or video presentations</b> , when the student knows in advance that, owing to extenuating circumstances, they will be unable to submit on time	Appropriate for <b>all assessments</b> .
Not permitted for timed, written assessments.	Appropriate for all assessments, including timed, written <b>examinations</b> .
One potential <b>outcome:</b> extension of time of up to the maximum extension deadline, normally the Monday of the second week of the end-of-term assessment period (occasionally longer if required and if supporting evidence is provided with the application).	Several potential <b>outcomes</b> , depending on exact circumstances.

## 4. Supporting Evidence and Self-certification

- 4.1. All applications for extensions or mitigation must be accompanied by a self-certification statement or appropriate supporting evidence. The purpose of supporting evidence or self-certification is to authenticate a student's extenuating circumstances and to explain their impact on the student.

### Self-certification

- 4.2. Where a student has been affected for a short period of time by relevant extenuating circumstances (e.g. accident, bereavement), they may be permitted to 'self-certify', instead of providing independent evidence. A student may self-certify for a period of up to seven consecutive calendar days at a time as being affected by extenuating circumstances.
- 4.3. Subject to the limits set out at paragraphs 4.5 below, self-certification may be used to authenticate an application based on extenuating circumstances with respect to any of the following:

- a) To obtain an extension in advance of any coursework deadlines which fall within the self-certified period;
  - b) For any coursework deadlines, examinations or other assessments which fall within the self-certified period, to apply for mitigation with respect to:
    - Late submission of coursework, where an extension was not obtained in advance; or,
    - Non-submission of coursework; or,
    - Absence from presentations or other assessments which are not timed, written examinations; or,
    - Absence from timed, written examinations.
- 4.4. Self-certification may not be used to authenticate applications for mitigation where the student attended or submitted the assessment, but believes their performance was impaired by extenuating circumstances. Such applications must be accompanied by independent supporting evidence, as per paragraphs 4.141 - 4.17 below.
- 4.5. A student may use no more than two self-certified periods of extenuating circumstances per academic year to authenticate applications for extensions or mitigation with respect to non-submission of assessment, late submission and absence from video presentations or other practical assessments. This restriction aims to ensure that, should a pattern of self-certification around assessments become evident, the student in question is signposted to Student Support for guidance and support, as such a pattern may be indicative of an underlying issue for which the student requires assistance.
- 4.6. Where students have reached the limit of two periods per academic year for self-certification that coincide with coursework assessment (as per 4.5 above), they may still use self-certification as evidence to support absence from scheduled examinations, including live presentations, during the examination period. Students must inform Student Services of their absence on the first day that they are unable to attend their examination(s).
- 4.7. Students may also self-certify absence from teaching activities on their course without restrictions. However, frequent absences may prompt intervention, as per the Attendance and Engagement Policy.
- 4.8. Where a student has already self-certified twice for periods of absence that coincide with coursework deadlines during the academic year, any further applications relating to assessment, other than for scheduled examinations or live

presentations (for which self-certification remains permitted), must be accompanied by evidence as per sections 4.13 – 4.16 and 4.17 below.

- 4.9. Where, following the conclusion of a period of self-certified extenuating circumstances, a student returns to their studies on a date which falls just prior to one or more coursework assessment deadlines, the Chair of the Mitigation Committee, or their nominee, may permit an extension of an equal duration in working days to the period of absence, depending on circumstances and where it is reasonable to assume that the period of extenuating circumstances has impacted negatively on the student's ability to prepare for and complete the assessments in question by the original deadline. This use of self-certification for further extension will be recorded.
- 4.10. Student Services will maintain records of self-certified absences and extensions. Students should note that frequent absences and self-certification may prompt intervention, as per the Attendance and Engagement Policy. Students making repeated self-certification applications may be invited for a discussion with Student Services or the Dean of School, or nominee to ensure that any exceptional circumstances and/ or additional learning needs are identified and that students are appropriately supported academically and pastorally. If there are serious concerns about the academic engagement of students, the Fitness to Study Procedure may be invoked.
- 4.11. To maintain the integrity of assessments and to ensure fairness to the student body as a whole, dishonest or fraudulent self-certification may lead to disciplinary action under the Student Disciplinary Code.
- 4.12. Where in self-certification a student discloses a disability or ongoing personal/health circumstances, any application for extensions or mitigation should be considered and, in addition, the student will be signposted to Student Services to ensure appropriate ongoing support, including a Learning Support Agreement, if applicable.

## **Evidence**

- 4.13. Applications which are unsupported by evidence (or, in certain circumstances described in paragraphs 4.1 - 4.120 above, a self-certification statement) will, normally, be rejected.
- 4.14. Students will normally be expected to scan their evidence and email it with their application, but Escape Studios reserves the right to request hard copy, original evidence, so original evidence should be retained in case it is requested. It is the responsibility of the student to provide evidence. Escape Studios will not apply for evidence to third parties on the student's behalf.

- 4.15. The supporting evidence must corroborate the extenuating circumstances claim. Evidence must be from an independent source, must cover the time period in question and must be valid and reliable. It must be in English or, if not in English, it must be supported by an official translation.
- 4.16. Falsifying evidence or knowingly including false information in an application based on extenuating circumstances is a disciplinary matter and will be dealt with accordingly under the Student Disciplinary Code. All Escape Studios staff and students have a duty to uphold the integrity of academic standards and must report to the Dean of Academic Affairs any intelligence relating to a student falsely declaring extenuating circumstances.
- 4.17. Extenuating circumstances are, inherently, exceptional. We cannot list every possible circumstance that might arise, or provide a comprehensive list of every type of acceptable evidence. However, the table below gives examples of the types of evidence that would be acceptable for certain commonly-occurring types of extenuating circumstances. Students are encouraged to consult Student Services if unsure about the type of evidence that they should provide.

Type of Extenuating Circumstance	Evidence in Support
Medical conditions (the student's own)	A note from a suitably qualified medical practitioner (normally a GP or hospital specialist, who is registered with the General Medical Council in the UK or the equivalent in the student's home country), who has seen the student during the relevant period and can therefore attest to the student's condition at that time and its impact on the student's studies/assessments. This person should not be a close friend or relative.
For medical conditions affecting a dependant or close relative	Medical certification from a relevant professional. If it is unclear whether the family member's relationship to the student is close (for example, if they are not a parent, sibling or spouse), medical evidence should normally be accompanied by evidence of the impact on the student, e.g. a statement from a family member.

Divorce or breakdown of a long-term relationship	Evidence of divorce proceedings or a lawyer's letter.
Bereavement	A death certificate, an order of service for a funeral or similar proof to confirm the death of a family member or close friend. As an alternative, a written supporting statement from a family member, a friend or personal tutor, may also be acceptable. Where the effects of bereavement have longer-term impacts on the student's academic performance, it will be necessary to provide supporting evidence as described in section 4.
Severe personal problems	Letter from a relevant professional e.g. solicitor, counsellor, religious leader.
Accident	Medical certificate (as for a serious illness) or police report.

## 5. Disabilities and Medical Conditions: Adjustments to Assessments

- 5.1. The procedures relating to extenuating circumstances are not intended to cover disabilities or long-term medical conditions. A student who has a disability or long-term condition should apply for suitable learning support, which may include reasonable adjustments to assessments. This support will be set out in a Learning Support Agreement, and there should, therefore, be no requirement for additional extensions or mitigation based purely on requirements arising from the student's disability or long-term condition. However, this does not prevent such students from applying for extenuating circumstances which are not covered by their Learning Support Agreement. Furthermore, students with a disability or long-term condition may apply for extenuating circumstances for a sudden or acute exacerbation of their condition. If a student has a fluctuating condition, their Learning Support Agreement may include a provision to make such applications without needing to provide fresh medical evidence.
- 5.2. If a student has a short-term medical condition which makes it harder to complete an assessment, it may be possible for Escape Studios to make adjustments to the assessment. For example, a student with a broken arm may be unable to handwrite

an examination, but may be able to use a computer, especially if given extra time for rest breaks. This will, usually, be preferable to applying for mitigation, which could result in the examination being deferred to the next assessment period. Student Services can advise students on their options in such circumstances.

## 6. Fit to Sit Policy (Law students)

- 6.1. The Solicitors Regulation Authority has a specific requirement relating to mitigation for modules which count towards the exemption for the Legal Practice Course (“LPC modules”). Students on the MLaw or LLB programmes will be asked, prior to each examination for an LPC module, to sign a form confirming that they are “fit to sit” the examination and have no extenuating circumstances upon which they might later rely in an application for mitigation.
- 6.2. As a result of the SRA fit-to-sit rule, mitigation is not available for examinations for LPC modules, except in exceptional circumstances: for example, if a student becomes ill during the examination itself. In such cases, the student must give a full explanation in their application.

## 7. Appeals

- 7.1. If Escape Studios refuses an application for an extension or mitigation, the student can appeal to the validating body, the University of Kent. Students should consult [Annex 13 of the University’s Credit Framework](#) which provides the full detail on the appeals processes at the University of Kent<sup>3</sup>.

The deadline for submission of an appeal is 15 days after release of the results. Students who wish to appeal should read the procedural guidance available on the Escape Studios website<sup>4</sup> alongside the University of Kent Regulations, and are advised to contact Student Services for additional guidance at an early stage, well before expiry of the deadline.

## 8. Allied Policies

- 8.1. This Policy is aligned to the following Escape Studios Policies:

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<sup>3</sup> Available at:  
[credit-framework-annex-13.docx \(live.com\)](#)

<sup>4</sup> Available at: [Policies and regulations | Students | Escape Studios](#)



- a) Attendance and Engagement Policy
- b) Assessment Procedure
- c) Fitness to Study Policy
- d) Student Disciplinary Code
- e) Students with Additional Learning Needs Policy.

## Appendix: Examples of Extenuating Circumstances

We cannot list all possible problems that students might encounter, but we have gathered below some examples of what might and might not be found to be extenuating circumstances.

It is noted that even with circumstances normally classed as 'non-acceptable', there may be instances of unexpected crisis that would warrant due consideration by the Mitigation Committee, particularly where it can be evidenced that the crisis had significantly impacted upon the student's performance or ability to submit coursework.

	<b>Acceptable circumstances</b>
✓	Significant illness or injury which impairs academic performance
✓	Anxiety, depression or other diagnosed mental illness
✓	Recent breakdown of a long-term relationship
✓	Death of a partner or close relative
✓	Sudden, severe and disruptive financial problems, with evidence of impact on academic performance

	<b>Non-acceptable circumstances</b>
✗	Minor illness, such as coughs and colds
✗	Typical examination nerves
✗	A row with a partner
✗	Death of a non-relative or distant relative, unless there is evidence of a close relationship or a significant impact on the student
✗	Financial problems, unless severe and sudden

Person responsible	Dean of Academic Affairs
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