



1.1. This Policy sets out, for both students and staff, what should be done when you, a student, experiences an (extenuating circumstance) which could have an impact on your preparation or ability to sit your examination(s)







1. Circumstances that will normally be considered - provided that there is strong and appropriate documentary evidence to support these claims.
2. Circumstances that may be considered - provided there is evidence to show the im



Trauma	6. Victim of a serious crime 7. Major fire 8. Theft of academic work to be submitted – such as essay or Thesis	Independent written evidence. for example, a police crime reports, or evidence from a doctor or hospital
Other	9. Disruption caused by terrorist incident or natural disaster	Evidence of the student's location at the time of the event
Court Attendance	10. Jury Service 11. Other required Court attendance	Letter from the Court



Moderate Medical or Psychological Condition	1. Moderate personal injury, medical condition or psychological preventing attendance, performance or completion and submission of assessed work	Independent written evidence from The Courtauld Wellbeing Manager or Counsellors. From a doctor, hospital, psychiatrist, psychologist or other qualified practitioner

Bereavement





- B. Late (or other) penalties for your assessment are waived
- C. Exam not sat/ failed: you will be permitted to re-sit your examination and this will be allowed as a first attempt at an examination (and hence the mark is not capped as is the normal convention)

If the Extenuating Circumstances claim is accepted, then this will not use up a right of assessment entry for the relevant course. You will be required to sit the examination at the next available opportunity and the mark for the examination will not be capped (unless the examination was already a resit attempt).

- D. In exceptional circumstances the Extenuating Circumstances Panel can exclude the affected assessment/module from completion, progression, award or classification decisions.
- E. No action - as there has been no evidence of your assessment/examination performance being affected.