

**Section 6: Programme-related  
matters**

# Temporary changes to the Extenuating Circumstances Policy: Summer Term and Resit Period 2021

Due to the pandemic, we have introduced a number of temporary changes to the Extenuating Circumstances Policy and process, which apply with immediate effect and extend until 27 September 2021. Where the results of examinations in the Summer Term 2021 and Resit Period 2021 are not available by this date, the temporary changes to the procedures will apply also to those results when they are available.

The changes in respect of Evidence (section 1) applies to all assessments, including both examinations and coursework.

The other changes detailed here apply to centrally timetabled examinations only (i.e. examinations shown in your examination timetable issued by the University Examinations Office).

For coursework (including in-class tests), the standard University policy applies—please see paragraphs 12-33 of the [Extenuating Circumstances Policy](#).

The Extenuating Circumstances Policy is available at: <http://www.reading.ac.uk/web/files/qualitysupport/extencircumstances.pdf>. The temporary changes indicated below take precedence over the relevant clauses in the policy.

The temporary changes to the current Policy are as follows:

## **1. Evidence**

- (a) We recognise that there are situations related to COVID-19 where it may be impossible or very difficult to obtain evidence, and we have therefore agreed to relax the requirement for evidence where it cannot be obtained. This is effective from 4 January 2021. You can apply for Extenuating Circumstances (ECs) in the usual way using the existing form and should continue to provide evidence where at all possible.
- (b) If you are unable to provide evidence, you must clearly explain this along with a description of your circumstances, as well as the impact that your

circumstances are having on your assessments. This will help your School to understand how you have been affected when assessing your case, and decide what mitigation is appropriate or if we can provide other support. **Please note, if you do not provide enough explanation of the circumstance or why mitigation is needed, your request may be rejected.**

- (c) For guidance on appropriate forms of evidence (where it can be obtained), see the [Extenuating Circumstances Policy](#), Annex 1, and the [further guidance on Essentials](#).
- (d) Where a student has not provided evidence, the person responsible for considering the case is also responsible for determining whether the explanation given for not being able to provide evidence is reasonable and sufficient to justify the adjustments being requested.

**2. If you know in advance that you will not be able to sit your examination in the Summer Term or in the Resit Period**

- (a) If you are certain that you will not be able to sit your examinations in the Summer Term due to extenuating circumstances, or you are certain that you will not be able to sit your examinations in the Resit Period due to extenuating circumstances, you must submit an EC form, together with any evidence (where available), as early as possible in advance of the relevant examinations. You are strongly encouraged to seek advice from your School/Department before submitting an EC form.
- (b) If your extenuating circumstances are accepted, you will normally be Deemed Not to have Sat (DNS) and are **not allowed** to sit the examination on this occasion. (In the event that a student does, in contravention of this regulation, attempt an examination in which they have been Deemed Not to have Sat, the Deemed Not to have Sat will be void and the mark for the attempt will stand; you will not be eligible to be Deemed Not to have Sat for the examination under the Post-Results EC process outlined in section 3 below.)
- (c) Requests will be considered by the University Standing Committee on Special Cases (USCSC), which will receive a recommendation from the School Director of Academic Tutoring (SDAT).
- (d) You will be notified of a decision, through the RISIS portal, as soon as possible following the USCSC at which your request is considered.
- (e) For information on the implications of a Deemed Not to have Sat, see section 4 below.

**3. If you believe that your performance in examinations has been affected by an extenuating circumstance in the Summer Term or in the Resit Period**

- (a) If you believe that your performance in examinations has been affected by an extenuating circumstance in the Summer Term or Resit Period or if you have missed one or more examinations due to an extenuating circumstance, you must **wait until your results have been published** through RISIS and you are then able to submit an EC form under the Post-Results EC process.

- (b) Under the Post-Results EC process, you must submit an EC form in relation to the extenuating circumstances which have affected your examination(s) within **five working days** of the publication of your results. Except where it is impossible or very difficult to obtain evidence (see section 1 above), evidence should be submitted wherever possible at the same time as the EC form; if it is not available at that point, you may submit it within ten working days of the publication of your results. Evidence presented after that date will be considered, but you may not be able to sit examinations in the next Resit period.
- (c) Please do **not** submit an EC form in relation to your performance in examinations before the publication of your results.
- (d) For the purposes of this policy, published results are:
- In the case of **full-time undergraduate Finalists**, your results will comprise your classification (which, at that stage, is provisional and subject to approval by the University Awarding Board and Senate) and your module and sub-modular marks.
- In the case of **full-time undergraduates at Foundation, Part 1, Part 2, and (in the case of some four-year programmes) Part 3**, your results will comprise your result for the Part and your module and sub-modular marks.
- In the case of **part-time undergraduates**, your results will comprise your module and sub-modular marks for the current academic year and, where you have completed the relevant Part, your classification or overall result for the Part.
- In the case of **PGT (e.g. Masters) students**, the results will comprise the results for modules completed and examined to date.
- (e) Once you have seen your results, you will be able to make an informed decision about the impact of your extenuating circumstances on your performance in the examination/s and whether you wish to make an EC request. In some cases, where module marks are not yet available, due to an extension or other reason, you may need to decide, on an incomplete set of results, whether to submit an EC request.
- (f) For examinations in the Summer Term and Resit period, the **only** action you can request is to be Deemed Not to have Sat (see section 4 below).
- (g) Students are strongly encouraged to seek advice from their School before submitting an EC request. This is especially important where a student has fulfilled the requirements for progression or for the award of a degree. All students should note the consequences of being Deemed Not to have Sat, as stated in section 4 below.
- (h) Once you have submitted an EC form and a decision has been made, you will not be able to withdraw the request or decline the Deemed Not to have Sat which has been granted. It is therefore important that you consider carefully whether you wish to submit an EC form before making this request.
- (i) You will be notified of the decision through the RISIS portal as soon as possible following the USCSC at which your request is considered.

- (j) For information on the implications of a DNS, please see section 4 below.
- (k) For information on the process for considering Post-Results ECs, please see the Appendix below.

#### 4. Consequences of being Deemed Not to have Sat (DNS)

- (a) A student who has been granted a DNS is allowed to take the relevant assessment again without the attempt number increasing. In some cases the original mode of assessment may be replaced with a different mode of assessment. If the assessment is an examination, the student will sit the examination in the next examination period. When a student is granted a DNS, **the mark for the relevant assessment component is cancelled** (i.e. the mark no longer exists), the assessment for the module is incomplete, **the student's classification or overall result for the Part is also cancelled**, and they will not be able to progress or graduate until they have taken the assessment again.
- (b) In the case of students seeking to progress to the next Part of their programme, if the next examination period falls after teaching has commenced on the next Part of study, a student granted DNS will be suspended until the next University examination period.

If you are granted DNS in the Summer Term examinations, the next examination period is the late summer Resit Period. If you are granted DNS in the late summer Resit Period, then the next examination period is the Summer Term in the following year.

Summer Term 2021	Resit Period 2021	Summer Term 2022
DNS	First attempt	
	DNS	First attempt

Students are not allowed to continue to the next Part of study until they have completed the assessment for the Part and have met the relevant progression requirements.

- (c) A student who has been granted a DNS may proceed to a placement year pending the completion of the assessment for the Part; they will not be permitted to proceed to the next Part of their programme until they have qualified to do so.
- (d) In the case of Finalist undergraduates and Masters students, if the next examination period falls after the end of their normal period of registration, their registration will be suspended and they will return to the University at the next University examination period for the sole purpose of taking the examinations.

**5. If you believe that you have had extenuating circumstances which have had an impact throughout the year and have not been addressed through other allowances**

- (a) It is expected that a student experiencing ongoing problems during the year will have submitted extenuating circumstances requests as necessary through the year and will have benefited from extensions or other remedies. In such a case, there is not normally an opportunity to request further consideration of extenuating circumstances.
- (b) Where a student has experienced severe problems which have prevented them from engaging with their programme, they should discuss their situation with their School Director of Academic Tutoring, who may advise the student to submit an EC request to repeat the year.

**6. Appeals**

The procedure for appealing against an extenuating circumstances decision is explained in paragraphs 64-76 of the [Extenuating Circumstances Policy](#).

<b>Version</b>	<b>Keeper</b>	<b>Reviewed</b>	<b>Approved by</b>	<b>Approval Date</b>	<b>Effective From</b>
1	CQSD	By 27 September 2021	UBTLSE	23 February 2021	With immediate effect and until 27 September 2021. Where the results of examinations in the Summer Term 2021 and Resit Period 2021 are not available by this date, the temporary changes to the procedures will apply also to those results when they are available.

**Appendix: Process for considering Post-Results ECs**

1. Following submission of a Post-Results EC form which fall under sections 3 and 4 above, the Student Support Co-ordinator refers the case to the School Director of Academic Tutoring (SDAT) for comment and recommendation; on receipt of the SDAT's recommendation the case is referred to the USCSC.
2. Where evidence has not been submitted, the process will proceed and USCSC may make a decision subject to submission of satisfactory confirmatory evidence. When evidence is subsequently received, it is reviewed by the SDAT (except where the USCSC has determined that it should be considered by the USCSC Chair).

3. Where a student has fulfilled the requirements for progression or for the award of a degree and is considering requesting a DNS, they are strongly encouraged to seek advice from nominated staff in the School. The consequences of being Deemed Not to have Sat are explained in section 4 above.
4. Students are notified through the University email as soon as possible, and normally not later than 10 days, after the relevant USCSC meeting.