



Policy Title	Extenuating Circumstances Procedure
Version	№ 5
Effective Date:	September 9, 2026
Approved by:	Academic Council
Scope:	University wide
Purpose:	To make the students aware of Extenuating Circumstances and its operation

1. Introduction

- 1.1 The purpose of these regulations is to provide a framework within which a student may submit a claim for extenuating circumstances in respect of an assessment where a student is prevented from submitting or presenting for an assessment by the published date, or, exceptionally, in respect of an assessment submitted or presented by the student which was adversely affected by those circumstances.
- 1.2 Extenuating circumstances claims must relate to one or more identified assessment components and must relate directly to the timing of the assessment affected.

2. General Principles

- 2.1 Assessment component marks and the award classification cannot be changed as a result of extenuating circumstances or self-certification, unless a claim has been accepted for the late submission of assessment.
- 2.2 Authority for consideration of extenuating circumstances claims rests with the Dean's Office who are doing so under the delegated authority of the Progression and Award Board.
- 2.3 The confidential nature of information provided by students in support of an application for extenuating circumstances will be respected by the University in compliance with data protection law. Confidential information will only be shared with the relevant individuals within the University on a 'need to know' basis, all of whom are required to keep applications securely to avoid unauthorised access or other breaches of information security.
- 2.4 All claims and evidence will be kept by the University for duration of time as stated in the University's Records Retention Policy after which the evidence shall be destroyed.
- 2.5 An academic appeal can only be submitted on the grounds there has been material irregularity in the conduct of the Dean's Office. Students should refer to Academic Appeals Policy for the procedure to be followed.

3. Definitions

- 3.1 The University defines extenuating circumstances as serious unforeseen, unpreventable circumstances that significantly disrupt a student's ability to undertake assessments.
- 3.2 The expectation is that students should be able to manage minor ailments themselves e.g. coughs or colds. Students should be aware that if they submit a Extenuating Circumstances claim for their absence during the Supplementary Exam Week it may impact their progression to the next stage of



study if the progression requirements of the course have not been met. For final year students, it may delay their graduation.

4. Independent documentary evidence

- 4.1 In all cases, claims must be substantiated by original independent documentary evidence. This must be an official document, for example, a letter signed on official headed paper and must include the dates during which the circumstances applied. The evidence must demonstrate the effect the circumstances had on the student's ability to submit or present themselves for assessment.
- 4.2 Medical evidence must be obtained from the local polyclinic that diagnosed or assessed the illness or injury at the time it occurred and must include a QR code that can be easily scanned. Evidence that only confirms that a student reported being unwell, or that does not include a clear diagnosis, will not be accepted. Self-reported evidence will not be accepted.
- 4.3 The supporting medical documentation must be relevant to the medical condition stated in the claim and must cover, where applicable, the period during which the circumstances affected the student's ability to undertake the assessment.
- 4.4 Written evidence from Complementary Therapists will only be considered where the University is satisfied that the therapist is a member of a recognised professional body.
- 4.5 Failures of equipment, including IT systems and computer viruses will only be accepted when they occur University-wide, site-wide, nationally or internationally and is verified by Information Systems and Support.
- 4.6 The University reserves the right to check the authenticity of all documentation submitted as part of an extenuating circumstances claim. False declarations to the Dean's Office be investigated in accordance with Academic Misconduct Policy.

5. Extenuating Circumstances Claim Submission

To apply for Extenuating Circumstances, you need to submit your claim through the BMU ERP system and upload relevant supporting evidence, such as medical notes or other official documents.

6. Timescales

- 6.1 The completed extenuating circumstances form should be returned, as soon as possible and in accordance with the following time limits:
 - **Coursework: Claims must be submitted before the coursework deadline.**
 - **Timetabled examinations/presentations/assessments:** Claims must be submitted prior to, or within five working days of, the examination/assessment.
- 6.2 Submitting an extenuating circumstance claim after the above deadlines will not normally be permitted.
- 6.3 In serious circumstances, students may still submit a claim for support under the extenuating circumstances policy after the deadlines, however any evidence must not only satisfy the standard conditions but also explain very clearly why it was not possible for the student to submit the claim within the required timeframes.
- 6.4 In exceptional circumstances where a student is unable to meet the deadline for a project-based task, they may submit a request for an extension, accompanied by all relevant supporting evidence. Such requests will be reviewed by the Module Leader and require approval from the relevant Dean.

Extensions will be granted only when the evidence demonstrates that the delay was caused by unforeseen, exceptional, and short-term circumstances beyond the student's control —such as acute



illness, accident, bereavement, or sudden personal crisis — that have adversely affected their ability to complete the assessment by the original due date.

The maximum period for an extension is seven calendar days beyond the original deadline. Any delay exceeding this period will be managed under the University's Extenuating Circumstances Policy and Procedure, and the student will be required to submit the assessment at the next reassessment opportunity.

Extensions are not permitted for written or computer-based examinations.

7. Consideration of Claims

- 7.1 The extenuating circumstances claim form and evidence will be considered by at least two members of staff on behalf of the Dean's Office.
- 7.2 Where a student is known to a member of staff other than in their professional capacity, that staff member must declare an interest and must not participate in the discussion of that student's claim.

8. Claims submitted for the Late submission of Coursework

- 8.1 Following consideration of the extenuating circumstances claim for late submission the following outcomes will be applied:
 - a) where the extenuating circumstances claim is accepted as valid the actual mark achieved will be awarded;
 - b) where the extenuating circumstances claim is accepted and the work is submitted after the deadline on the fifth working day, a mark of zero will be recorded.
 - c) where the extenuating circumstances claim is rejected, and the work is submitted within 24 hours of the original deadline, the work will be marked, and 20 (twenty) points will be deducted from the original mark, to a minimum of the pass mark – 40% (undergraduate) or 50% (postgraduate);
 - d) where the extenuating circumstances claim is rejected, and the work is submitted:
 - within 5 working days after the original deadline;
 - within 24 hours of the 5 working day deadline;
 - more than 24 hours after the original deadline;
 - or, a student fails to submit their assessment within 5 working days;a mark of zero will be awarded.

9. Claims submitted for Non-attendance or Non-submission

- 9.1 Where the extenuating circumstances claim is accepted for non-submission or non-attendance, the student will have to undertake that assessment (as a first attempt) during the Re-sit Exam Week.
- 9.2 Where the extenuating circumstances claim has been accepted for non-submission or non-attendance and the student either submits their work by the published deadline or attends their assessment, the claim will be invalidated, and the student's mark will stand, unless the claim has been accepted under the fit to sit policy.
- 9.3 Where the extenuating circumstances claim is accepted for a deferral in the whole module, the student will be given an opportunity to re-take all assessment components in the module during the following academic year. Re-take in these circumstances shall not count as a further attempt at the module for the purposes of calculating the maximum permitted number of attempts.
- 9.4 Where the extenuating circumstances claim is not accepted, the non-submission or non-attendance will be treated in the same way as any other non-submission or non-attendance of that assessment component.

10. Claims submitted in exception to the ‘Fit to Sit’ Policy

10.1 An ‘unfit to sit’ extenuating circumstances claim is where the student submits or presents for the assessment, and only after the event submits an extenuating circumstance claim.

10.2 If a student feels unwell immediately before the start of an examination or during an examination and believes that they are not fit to sit the examination, they must notify the invigilator or a member of the Examinations Office before the examination begins and attend the BMU Medical Center for an assessment of their health condition.

The certificate issued by the BMU Medical Center will record the fact and time of the consultation and will serve as the primary evidence confirming the circumstances for any subsequent Extenuating Circumstances (EC) claim. The EC claim must be submitted through the ERP in accordance with the relevant Extenuating Circumstances Procedure, together with the confirmation issued by the BMU Medical Center

10.3 Pending consideration of the claim by the Registrar’s Office, the assessment will be assessed in the normal way, with no account taken of the extenuating circumstances claim.

10.4 Where the extenuating circumstances claim is accepted as an exception to the ‘Fit to Sit’ policy, the assessment result will be set aside, and normally the student will re-sit that assessment component during Re-sit Exam Week.

10.5 A claim may be accepted even where the assessment task has been passed by the student.

10.6 Where the extenuating circumstances claim is not accepted, the mark awarded for the assessment will stand.

11. EC Panel

11.1 The EC Panel must include from 3 to 5 participants:

- Dean of the Relevant Programme;
- Programme Leader of the Relevant Programme;
- Senior Academic Staff Member;
- Nurse;
- Dean’s Office acting as minute taker.

11.2 The Nurse must review all medical certificates and provide the EC Panel with the report before the meeting takes place.

Version	Approved by	Approval Date	Description of Change
5	Academic Council	September 9, 2026	§10.2 To provide a clear procedure for students who become unwell before an examination and ensure timely medical confirmation of their condition.