

LONDON SCHOOL
OF SCIENCE & TECHNOLOGY

Mitigating Circumstances and Extensions Policy (BNU Registered Students)

Version 9.0

Approved by the Board of Governors

Last Amendment: October 2026

The following sets out the School's policy and procedures for considering mitigating circumstances that have affected a student's performance in a summative assessment or prevented them from undertaking it. This policy also sets out the extensions policy and procedures.

NB: Procedures vary depending on the awarding body for the programme sought. Please read the following carefully to ensure the correct procedures are applied.
This policy has been reviewed and developed in line with the *UK Quality Code for Higher Education*. Due regard is also given to the Office of the Independent Adjudicator's *Good Practice Framework*.

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*The document owner is responsible for maintaining and updating the content of this document and ensuring that it reflects current practice at the School.

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1. INTRODUCTION

1.1. This policy sets out the arrangements for considering Extenuating Circumstances where unexpected or challenging events significantly affect a student's ability to engage with assessments, attend examinations, meet deadlines, or perform to their usual academic standard. The School recognises that students may experience a range of short- or long-term difficulties and is committed to ensuring that serious, exceptional and unavoidable circumstances beyond a student's control are considered fairly and consistently.

1.2. Students are expected to take responsibility for managing their learning, planning their workload effectively and meeting academic deadlines wherever possible. Where difficulties arise, students should seek appropriate support promptly and ensure that any Extenuating Circumstances claims and supporting evidence are submitted within the required timeframes.

1.3. This policy outlines the procedures for submitting and considering Extenuating Circumstances claims, enabling the School to take relevant circumstances into account in accordance with the established requirements and procedures.

1.4. This policy applies to all LSST students enrolled in courses delivered in partnership with Buckinghamshire New University (BNU).

2. 'FIT TO SIT' POLICY

2.1. Generally, by submitting coursework, sitting an examination, or participating in any other form of assessment (e.g., giving a presentation), a student is taken to be confirming that they are fit to submit/sit the assessment concerned and any Extenuating circumstances claim in respect of that assessment will be deemed invalid unless:

- There is clear evidence that the student was not in a fit state to decide whether they were able to submit/sit the assessment concerned, or
- There is clear evidence that the student became ill during an exam, class-test, presentation, etc. and was not in a fit state to continue, or
- In the case of an examination or presentation, there was substantial disruption to the assessment environment that affected the student's ability to do their best work.

3. OPTIONS AVAILABLE

3.1. Students experiencing difficulties must consider the most appropriate support option based on the nature of their circumstances and the relevant assessment deadline. The tables below outline the available options, application timeframes, evidence requirements and approval responsibilities for first-sit and reassessment submissions, excluding in-year retrieval attempts.

3.2. First Sit Options

Minor Delay	**Up to 7 calendar days after the original deadline**	**No application required**	**Submit work for an uncapped mark. No form or evidence required.**	**Automatic**
Short Disruption	8–21 calendar days after the original deadline	Within 9 calendar days of the original deadline	Request an extension. Complete and submit a self-certificate form as evidence.	LSST Examination Department
Long-Term Issue	Deferred submission until the end of the academic year, subject to the Assessment Board's outcome.	Within 21 calendar days of the original deadline	Submit a Mitigating Circumstances claim with formal independent evidence.	BNU Mitigations Panel

3.3. Reassessment Options

Minor Delay	Up to 2 working days after the original reassessment deadline	Up to a maximum of 1 working day following the original resubmission deadline.	Request an extension. Complete and submit a self-certificate form as evidence.	LSST Examination Department
Longer-Term Issue	Further attempts subject to the Assessment Board's decision	Within 21 calendar days of the original reassessment deadline	Submit a Mitigating Circumstances claim with formal independent evidence.	BNU Mitigations Panel

3.4. Notes

3.4.1. Late submission arrangements do not normally apply to scheduled assessments, including examinations and presentations. Alternative arrangements may be considered only in exceptional circumstances and require School approval.

3.4.2. Calendar days include weekends but exclude School closure days, including bank holidays. Working days are Monday to Friday, excluding weekends and School closure days.

3.4.3. Students must indicate their chosen option on the application form. By selecting an option, students acknowledge and agree to the associated assessment submission deadline.

3.4.4. Students experiencing prolonged or serious personal difficulties, including significant illness or changes in personal circumstances, should seek appropriate support promptly where these difficulties affect their ability to meet course requirements.

4. STUDENT SUPPORT

4.1. Students who are unsure whether their circumstances qualify, require assistance completing an application, or need guidance on supporting evidence should contact one of the services below. Staff will help identify the most appropriate support and refer or signpost students to the relevant team where necessary:

- Student Support and Wellbeing Teams
- Academic Support or Personal Tutors
- Registry Team

4.2. Information provided through an application will normally be treated confidentially. However, where concerns arise regarding a student's safety or the safety of others, information may be shared with appropriate support or safeguarding services in accordance with relevant policies and procedures.

5. EXTENSIONS

5.1. An extension may be appropriate where short-term disruption prevents a student from submitting an assessment within the initial seven-calendar-day late submission period.

5.2. How to Apply for an Extension

5.2.1. Students seeking an extension must complete the Extension Request Form and submit a self-certification form in support of their application. Both forms are available online.

5.2.2. Extension forms can be submitted via the Student Portal E-form System. Alternatively, a student may choose to contact their campus student support team for assistance with the process. In both cases it is the student's responsibility to ensure that they have successfully submitted the correct claim/s in a timely manner.

5.2.3. For first-sit assessments, applications must be submitted within nine calendar days of the original deadline, where the student intends to submit work between 8 and 21 calendar days after the original deadline.

5.2.4. For reassessments, applications must be submitted within one working day of the original resubmission deadline, where the student intends to submit work up to two working days after that deadline.

5.2.5. In exceptional circumstances, the School may consider alternative arrangements for students who miss scheduled, class-based assessments, such as timed assessments or presentations, due to illness, bereavement or similar circumstances. Any such arrangements must be approved by the relevant authority and, where applicable, take place before the end of the academic year.

5.2.6. Where an extension has been granted, a student may submit a Mitigating Circumstances claim for the same assessment only if a separate, unforeseen or unavoidable event occurs during the extension period. This may include a sudden deterioration in, or continuation of, a previously disclosed medical condition or

disability. Appropriate supporting evidence must be provided. An extension and a Mitigating Circumstances claim cannot be granted for the same reason and period.

6. MITIGATING CIRCUMSTANCES

6.1. Definition

6.1.1. Mitigating Circumstances are serious disruptions to a student's studies caused by events beyond their control, occurring immediately before or during an assessment period.

6.2. Eligibility

6.2.1. Mitigating Circumstances must have significantly impaired a student's academic performance, prevented attendance at an examination or other scheduled assessment, or prevented submission by the published deadline. Circumstances must generally be:

- Unforeseeable: The student could not reasonably have anticipated the event.
- Unavoidable: The student could not reasonably have prevented or avoided the event.

6.2.2. Long-term health conditions, ongoing disabilities and unresolved personal difficulties do not ordinarily qualify as Mitigating Circumstances. Students should seek appropriate support through the relevant services, their Personal Tutor or other support.

6.2.3. A sudden deterioration, flare-up or episodic impact of a disability, chronic illness or long-term health condition may qualify where it significantly affects a student's ability to study or complete an assessment. Appropriate supporting evidence must be provided, and students are encouraged to discuss available support with their Personal Tutor.

6.3. Examples of Mitigating Circumstances

6.3.1. Each claim will be considered individually. The examples below are indicative and do not constitute an exhaustive list.

6.3.2. **Usually Accepted for Consideration**

- Serious illness or injury.
- A mental health crisis.
- The death of someone close to the student.
- A traumatic event, including being a victim of crime, harassment, stalking or a hate incident.
- An emergency requiring the student to provide care for another person.
- A sudden deterioration in a disability or long-term health condition.

- Pregnancy-related complications, such as severe morning sickness or postnatal depression.
- A financial crisis or housing emergency.
- Domestic abuse or safeguarding concerns.
- A natural disaster or conflict affecting the student or their family.
- A severe, unforeseen personal or psychological problem.
- Verified failure of University systems affecting assessment submission.

6.3.3. **Not Usually Accepted**

- General stress or feeling under pressure.
- Poor time management or leaving work until the last minute.
- Minor illnesses, such as a cold or headache.
- Foreseeable or avoidable travel difficulties.
- Problems with personal computers or internet access.
- Attendance at social events, holidays or weddings.
- Routine childcare or work commitments.
- Forgetting deadlines or submitting the wrong file.
- Misreading the examination timetable.
- Group work difficulties, such as disagreements between team members.
- Repeated claims without new supporting evidence.
- Long-term health conditions, ongoing effects of a disability or unresolved personal circumstances, where no new or significant unforeseen event has occurred.
- Retrospective claims relating to reasonable adjustments already provided before the formal assessment, such as additional time in an examination.

6.3.4. A claim relating to a long-term condition or disability may be considered where there is a significant, unforeseen deterioration or episodic impact. Retrospective claims relating to reasonable adjustments already provided would not normally qualify.

6.4. How to Apply for Mitigating Circumstances

6.4.1. Students must complete Mitigating Circumstances on the online application form. An approved claim may result in assessment deferral until the end of the academic year, subject to the Assessment Board's decision.

6.4.2. The completed application form and supporting evidence must be submitted within 21 calendar days of the original published assessment deadline. If evidence is not available within this period, the application must still be submitted on time, identifying the outstanding evidence and the expected submission date.

6.4.3. Claims submitted after the deadline without an explanation for the delay will not normally be accepted for consideration. Students should refer to the late-claims procedure where the deadline has been missed.

6.5. Late Claims for Mitigating Circumstances

6.5.1. Late claims may be considered in exceptional circumstances where a student was unable to submit their application within the prescribed 21-calendar-day period.

6.5.2. Students must provide clear supporting evidence demonstrating why their circumstances prevented them from submitting a claim within the normal timeframe.

6.5.3. Late claims must follow the standard application procedure and include an explanation for the delay, together with relevant supporting evidence.

6.5.4. No claim will be accepted after an award has been formally conferred. The final deadline is the graduation ceremony the student attended or would have been eligible to attend. Where no institutional award has been conferred, the absolute deadline is six months after the final Board of Examiners.

6.6. Submission of Fraudulent Claims

6.6.1. Submitting a fraudulent claim for Mitigating Circumstances is considered an attempt to gain an unfair academic advantage and may constitute a disciplinary offence. A claim may be considered fraudulent where information is false or misleading, or where supporting evidence has been altered, fabricated or misrepresented.

6.6.2. Where a student is found to have submitted a fraudulent claim, the matter will be addressed under the applicable disciplinary procedures.

6.6.3. Where fraud is suspected, consideration of the claim will be suspended pending the outcome of the disciplinary process.

6.6.4. Where the allegation is upheld, the fraudulent evidence will be disregarded, and the claim will be considered in accordance with this policy and the applicable procedures.

6.7. Evidence Requirements

6.7.1. Claims under the Mitigating Circumstances route must normally be supported by independent evidence covering the relevant period. Evidence should be provided by an appropriate third party, such as a medical professional, employer or relevant authority, and must substantiate the circumstances and their impact on the student's ability to study or complete assessments. Claims without sufficient supporting evidence may not be approved.

6.7.2. Examples of supporting evidence may include:

- Medical certificates covering the relevant period.

- Letters from relevant professionals, such as doctors, counsellors, Students' Union advisers or student support services.
- Relevant legal or official documentation.
- A death certificate, where appropriate.
- A letter from a religious or spiritual leader.
- A statement from a member of staff who has direct knowledge of the circumstances and their impact, provided they are not involved in the decision-making process.

6.7.3. Supporting evidence must be:

- Relevant: Directly related to the circumstances described in the claim.
- Timely: Covering the period during which the assessment was affected.
- Specific: Explaining the circumstances and their impact on the student's ability to study or complete the assessment.
- Understandable: Clear and legible. Evidence provided in another language must be accompanied by an English translation.

6.7.4. Where required, a Support Statement Form must be completed by an independent witness or verifier to provide relevant information in support of the claim.

6.7.5. Where a student submits confidential, highly confidential or sensitive information in support of a claim, access to such information will be restricted to authorised staff directly involved in its consideration.

6.8. Decision Making

6.8.1. All Mitigating Circumstances claims are processed by Buckinghamshire New University (BNU), which is responsible for making decisions in accordance with policies and procedures. Once a decision has been made, the outcome is communicated directly to the student, with the LSST Examinations Department copied into the correspondence for monitoring and record-keeping purposes.

6.8.2. For further information on the decision-making process and the criteria applied when assessing Mitigating Circumstances claims, students should refer to the BNU Mitigating Circumstances and Extensions Policy.

7. REVIEW OF REJECTED CLAIMS

7.1. Students have the right to request a review of the decision of the Mitigating Circumstances Panel by completing the "Request for Review of a Mitigating Circumstances Decision". The review stage will not consider the case afresh or involve a further investigation and will not consider any new issues raised by the student. The student has the right to appeal to the awarding body decision and the Office for

Independent Adjudicator (OIA), where it can be shown that the University has not followed these procedures correctly.

7.2. A review may be considered on the following grounds:

- The correct procedure was not followed during the formal consideration of the claim.
- The outcome was not reasonable in light of the circumstances and evidence presented.
- New material evidence is available which, for valid reasons, could not have been provided earlier and which may have had a significant effect on the decision.

7.3. A Request for Review should normally be submitted within 10 working days of the student receiving notification of the formal outcome.

7.4. Reviews should normally be completed within 10 working days of receipt, subject to the complexity of the case.

8. CONSIDERATION OF STUDENT PROFILES AT AN ASSESSMENT BOARD

8.1. Where a Mitigating Circumstances claim is accepted, the Assessment Board may, in accordance with BNU regulations, consider appropriate outcomes, including uncapped or capped reassessment, alternative assessments, late submissions, aegrotat passes, extensions to reassessment limits, or permission to carry a module into the following academic year.

8.2. For final-year students, an aegrotat pass may be awarded where permitted by programme regulations, provided sufficient assessment work has been completed to indicate that a pass would likely have been achieved.

8.3. Accepted Mitigating Circumstances cannot be used to award additional marks or retrospectively improve academic performance.

8.4. Accepted Mitigating Circumstances do not override a finding of academic misconduct. Where both apply, the Assessment Board will consider the circumstances when determining the appropriate outcome and apply the relevant academic misconduct penalty in accordance with BNU regulations.

9. REVIEW AND UPDATE

9.1. This policy will be reviewed annually by the Registry Department; changes to it will be ratified by the School's Board of Governors.

VERSION HISTORY

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