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## **GBS Extenuating Circumstances Policy and Procedure**



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## Global Banking School Extenuating Circumstances Policy & Procedure

### 1. Principles

- 1.1. If extenuating circumstances have a significant effect on your ability to complete a summative assessment task, you may be provided with an extension or additional opportunity (“deferral”) to complete the task, without penalty, provided that you follow the procedures below.
  
- 1.2. Handing in a piece of coursework or attending an examination act as a declaration that you consider yourself fit to make a valid attempt at the assessment and thus you cannot use this Policy and Procedure to subsequently apply for an extension or deferral for that assessment. If you consider that extenuating circumstances impacted upon your submitted coursework or an examination you attended, you may wish instead to consult the GBS Academic Appeals Policy and Procedure.
  
- 1.3. If you submit a piece of coursework (including a project or dissertation) or attempt an examination *after* submitting a request for extension or deferral:

requests under this Policy will be that you will be offered a new submission deadline or examination date.

1.6. If there was disruption in an examination, such as excessive noise, poor lighting, noise from other students, such conditions should be reported to the relevant Associate Dean (Assessment). Consideration will be taken of any such disruptive examination conditions at the appropriate Progression and Awards Board.

## 2. Definitions

2.1 This Policy and Procedure applies if you are following a programme at GBS leading to GBS or Pearson Awards. If you are following a programme at GBS which leads to the award of one of our partner universities, you should consult instead the relevant policy and procedure on the website of that university, while noting any variations to these for students at GBS, signposted in Annex 3 to this document.

2.2 Circumstances which may be considered as extenuating (i.e. as exceptional or 'unforeseen' and over and above the course of everyday experience) are defined as those that you could not have otherwise reasonably avoided or acted to mitigate the impact; where the circumstances concerned were genuinely exceptional and the circumstances and timing did impact adversely upon the assessment activity in question.

2.3 Typically, Extenuating Circumstances will fall under one of the following categories, providing para 2.12 below also applies:

- i. your illness or injury which, in an employment context, would have lead to the granting of sick leave;
- ii. the death or serious illness of a family member or dependent, which in an employment context would lead to the granting of compassionate leave to you;
- iii. initial weeks of parental leave or unexpected caring responsibilities for a family member or dependent;
- iv. experiencing or witnessing a traumatic incident or crime which has had a substantial impact upon you;



2.9 A deferral involves a new, but equivalent, assessment task in the case of coursework. A deferred examination involves taking the equivalent examination at the next opportunity when the unit is taught; normally this would be in the following semester. The final project/dissertation may be deferred as long as it is judged that no advantage compared to other students is gained by the student. A deferred assessment, whether coursework or examination, will be marked as a first attempt, in which case the assessment will be awarded a mark reflecting its full academic worth

2.10 Requests for deferral are considered by the Extenuating Circumstances Panel.

2.11 The deferred coursework or examination will normally take place at the next offering of the unit in a subsequent semester. For a dissertation deferred beyond four weeks, a deadline in the next semester will be set to allow the marked work to be considered at the next Assessment Board.

2.12 This Extenuating Circumstances Policy & Procedure only applies where you seek an extension or deferral of a unit or module.

### **3. Extensions and Deferrals**

3.1 You should consult your Cohort Leader as soon as extenuating circumstances become apparent. Your Cohort Leader will be able to advise you on the most appropriate course of action. It would also be a good idea to talk to Student Casework staff about matters that are affecting your studies and completion of assessed work so that appropriate advice and support can be provided.

3.2 If you request a deferral of assessment, and that deferral is granted, you will be required to retake the assessment at the next opportunity. You should be aware that you may be required to take a break from your studies until the unit or units are next offered at GBS. The financial and other consequences, including progression to the next year of the programme,



4.5 You must submit the application form to your Cohort Leader for consideration, before the relevant submission deadline. The Cohort Leader may grant an extension of up to ten days, as long as your application has attached third party independent evidence.

4.6 If your request for an extension is approved, you will be given a new submission date. Provided you hand in your coursework on or before the new submission date, you will not incur any academic or other penalty. Requests for an extension to the new agreed submission date will not be considered; however you may subsequently apply for a deferral.

4.7 For students who have been granted an extension for coursework, if the work is not submitted by the expiry of the extension, this will automatically attract a mark of zero or fail grade. This will count as a failed attempt and may result in you failing (fa -0.001 Tw 2.8

- 5.3 Requests for deferral should be made as close as possible to the time of your extenuating circumstances and before the date of the examination or due date of the coursework. Where more than one assessment is affected, the application for deferral must be made before the assessment task with the earliest submission date.
- 5.4 Your application for deferral of an assessment task must clearly state when your extenuating circumstances occurred, and which assessment1.8 (um)3./gf oia

5.9 If your application for deferral is received by Student Casework after the published or agreed extended submission deadline or date of the examination, the Extenuating



- 8.1 Work submitted late (where an extension or deferral has not been granted) will automatically attract a mark of zero or fail grade. This will count as a failed attempt and may result in you failing the unit/module overall. You may be eligible for a referral of the failed assessment(s) subject to GBS's and the awarding body's regulations on reassessment. The maximum grade that can be awarded for resubmission or referral work is a pass mark.

## **9. Monitoring and Review**

- 9.1 This guide may be amended by GBS at any time. Any issues related to the monitoring and review of this guide please contact [asgo@globalbanking.ac.uk](mailto:asgo@globalbanking.ac.uk).

## **10. Data Protection and Confidentiality**

11.1 This policy can be provided in alternative formats (including large print, audio and electronic) upon request. For further information, or to make a request, please contact:

- **Name:** Student Welfare Management Team
- **Position:** Student Welfare Officer/Manager
- **Email:** [welfare@globalbanking.ac.uk](mailto:welfare@globalbanking.ac.uk)



*Please describe your extenuating circumstances – the nature of your problem and how it has or will affect your work...*

*Type of supporting evidence – please describe and attach supporting evidence to this form...*

**Please complete the table below:**

<b>Unit/Module Code and Name</b>	<b>Assessed work affected</b>	<b>Staff Name</b>	<b>Date of examination or coursework deadline</b>	<b>Requested action: Extension or Deferral</b>



***It is important that you submit this form to the above before the relevant assessment deadline or date of the examination and at least two days before in the case of deferral requests. Forms submitted late are unlikely to be accepted unless extreme circumstances prevent this.***

*student record at Global Banking School and may be referred to in subsequent Progression and Award Board meetings.*

*I authorise the reviewer(s) of this extenuating circumstances request to consider this form and any relevant information held by GBS to the extent necessary for the consideration of the extenuating circumstances request.*

***Please note that fraudulent claims for extenuating circumstances are considered as a Serious Offence under the Global Banking School Academic Misconduct Policy & Procedure and will result in a consequent penalty.***

**Student Signature .....****Date: .....**

## Annex 2 GBS Extenuating Circumstances Panel

### Terms of Reference

1. To have delegated authority from GBS Progression and Award Boards to determine whether student requests for additional time due to extenuating circumstances meet the criteria set out in the Extenuating Circumstances Policy & Procedure and therefore whether or not the request is successful, noting that Boards retain the responsibility for determining the appropriate action to be taken based on the decision of the Extenuating Circumstances Panel, in accordance with the relevant assessment regulations.

2. To have delegated authority from Progression and Award Boards to oversee the process of approval of: i. extensions to submission deadlines where work will be complete in time for marking, moderation and consideration by Progression and Award Boards; and ii. deferrals of assessment where students' applications have been received in advance of the published submission/examination date. Noting that approval of i. is delegated by the Panel in turn to Cohort Leaders.

3. To make recommendations to Progression and Award Boards as to deferrals of assessment where students have applied for this after the published submission/examination date.

4. To ensure that the decisions and recommendations of the Extenuating Circumstances Panel are notified to students, relevant staff and Boards to the timescales set out in the Extenuating Circumstances Policy & Procedure.

5.

### **Membership**

- Provost or nominee (Chair)
- The Associate Deans (Assessment) for all programme leading to awards of the relevant awarding body (GBS or Pearson)
- Assistant Registrar (Assessment)

*Noting that Associate Deans are present only for student casework matters relating to the awarding body of their programme.*

Total membership: [tbc]

### *Secretary*

- Member of the Student Casework team

