# Abbeydale extenuating circumstances policy and application form for CQ assignments

Extenuating Circumstances (ECs) is a phrase which is used to describe**serious and exceptional factors outside your control which adversely affected your performance during your study**. These factors may have caused you to miss assessment submission deadlines.

**Definition of late submission**

Any work that has been submitted after a deadline has passed is classed as late except in cases where an extension has already been agreed upon via extenuating circumstances procedures.

This guidance relates to first attempts/first sits.

**Penalties for late submission**

If an assignment is submitted late without an EC agreement in place or has missed the agreed extension deadline, then the student/apprentice will be capped at a ‘PASS’ grade.

**Application**To apply for an extension to the original deadline please fully complete the form on the next page and send it to either Kirsty or Sam as the course directors.

A decision will be made based on the information provided to either:

* Not allow an extension
* Allow an extension for submission for a given period (usually up to 6 weeks)

A separate application will need to be made for every assignment that requires an extension.

Decisions will be made within 2 working days of receipt of the application.

**Appeal**

The extenuating circumstances decision can be appealed by contacting Abbeydale’s Lead Internal Quality Assurer, Hil Varlow at hil.varlow@abbeydale-vetlink.org. Please fully state the reasons for your appeal so a decision can be made.

# Extenuating Circumstances application

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| **Learner name** |  |
| **CQ Learner No** |   | **Group name** |   |
| **Qualification Title** *(Level 2 VNA or Level 3 VN SAP)* |  |
|  **Assignment name/number** *(e.g.VNSA1)* |  |
| **Original hand-in date:** |  |
| **Requested extension length** *(e.g. 2 weeks)*  |  |
| **Reason for application** |  |
| **Signed:**  |  | **Date** |   |

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| --- | --- |
| **Directors decision:** |  |
| **Signed:** |  |
| **Date:**  |  |