

Exceptional Circumstances

What are they and how to apply for them

A brief guide for students

November 2019

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1 Introduction

The University has a policy in place for students who are experiencing unexpected, short-term problems that are affecting their ability to study or undertake assessment. The [Exceptional Circumstances Policy](#) was introduced on 1 September 2019.

2 What are exceptional circumstances?

We consider exceptional circumstances to:

- Be personal circumstances that are out of your control and which you could not reasonably have prevented or accommodated.
- Have had a significant and demonstratively negative effect on your ability to study or undertake assessment.
- Have occurred at a time that is relevant to the learning or assessment for which you are making the claim.

If you have been affected by such circumstances you can submit a request for an extension. All three elements of the definition must be met in order to substantiate a claim for exceptional circumstances.

3 What if I miss a deadline without exceptional circumstances?

If you miss an assessment deadline without approval for an extension you will receive a mark of 0% for that assessment.

4 How do I apply for them?

If you are applying for an extension or wish to use the grace period, please use the [Exceptional Circumstances Application Form](#). You need to do this as soon as the circumstances become apparent to you and before the assessment deadline. You will need to provide evidence if you are applying for an extension, so please have it ready to upload. The Exceptional Circumstances Application Form has 13 questions as outlined below.

No	Question	Explanation
1	Student number	Please enter your Brookes student number, which is an 8 digit number starting with 1
2	Surname	
3	First name	

4	<p>Which of these you are requesting?</p> <p>1) To use the 24 hour grace period for coursework (You will need to let your module leader know as well)</p> <p>2) To let the University know I will miss my in-class assessment (e.g. test or presentation) and I am self-certifying (This is to be used on the day of the assessment only. You will need to let your module leader know as well)</p> <p>3) An extension for my coursework (Please answer question 5)</p>	To request an extension for your coursework deadline, select option 3
5	Details of the exceptional circumstances	Give details about the exceptional circumstances: explain what occurred, when it happened and how it affected your work.
6	When is the coursework deadline(s) or the date of the in-class test? (Date and time)	Please enter the date your assignment submission is due.
7	Please state the module number(s) affected	<p>For the Certificate of Credit in Commissioning and Purchasing for Public Care, the module number is E26503/WFPC7004.</p> <p>For TMDP courses:</p> <ul style="list-style-type: none"> ■ Module 1: E26500/WFPC7001 An Introduction to Managing Practice Quality ■ Module 2: E26501/WFPC7002 Evidencing Performance and Quality ■ Module 3: E26502/WFPC7003 Leading and managing for Quality <p>For MMDP courses:</p> <ul style="list-style-type: none"> ■ Module 1: E26521/WFPC7011 - Developing as a Leader ■ Module2; E26522/WFPC7012 -Shaping Social Care ■ Module3: E26523/WFPC7013 Delivering Better Outcomes
8	Please list the assignments affected	<p>Enter here, which module assignment was affected:</p> <p>On commissioning courses there is only 1 assignment, so put in Assignment 1.</p>

		On MMDP and TMDP please state which module`s assignment was affected i.e. Assignment 1, Assignment 2 or Assignment 3.
9	Please state the name(s) of your module leader(s)	Enter the IPC Programme Administrator email address: ipc_courses@brookes.ac.uk
10	Which Faculty do you belong to?	IPC is part of the Faculty of Humanities and Social Sciences
11	Will you be supplying evidence?	If you are applying for option 3, a coursework extension, you will need to supply evidence.
12	Reason you cannot supply evidence	If you cannot supply evidence explain why not.
13	Please upload your evidence here	Upload your evidence.

Once you have filled out all the sections and uploaded your evidence, click SUBMIT.

A copy of your form will be sent to your Brookes email account. All communication, including the decision about your application will be communicated to your Brookes email account. Therefore we suggest that you check that inbox regularly or set up an automatic forward to an account that you do look at regularly.

5 What is the grace period?

The grace period is an opportunity to submit work up to 24 hours after the deadline and not be penalised for late submission. We expect you to submit work by the deadline. However, we understand that, in very rare circumstances, things can go wrong at the last minute that make it impossible for you to upload your assessment on time. If you find yourself in this situation you can use the 24-hour grace period to upload your work after the deadline.

You will need to apply to use the grace period on the exceptional circumstances form on the day that the assessment is due. By registering to use the grace period we will recognise that you have made an attempt at the assessment and that you will be submitting it within 24 hours of the original deadline. You will not have to provide any evidence to support your application. If you do not submit the work within the 24-hour grace period your work will be considered to be late and will receive a mark of zero.

We expect that most students will never need to use the grace period during the course of their studies. If you do need to use the grace period it is on the understanding that it is a one-off situation and we will record your application. Your first use of the grace period will be automatically granted. If you apply to use the grace period more than once we are likely to contact you to explore any underlying problems that are stopping you from meeting your deadlines.

6 What if I need more help or advice?

This brief guide does not cover all the information relating to exceptional circumstances and is an introduction to cover a few of the more important things you need to know. You can read advice and guidance about the Exceptional Circumstances policy here <https://www.brookes.ac.uk/students/your-studies/exceptional-circumstances/guidance/>.

If you have any questions, please speak to your Academic Adviser or contact the IPC Programme Administrator on ipc_courses@brookes.ac.uk.

7 Leaving the course

If you are thinking of withdrawing, please do not make a hasty decision. Sleep on it; go and talk to someone - your Academic Adviser, another tutor, your line manager or another student. Remember that there are often alternatives to leaving and your tutor will be willing to discuss these with you before you make your final decision. Please note that IPC will not refund your course fees once you have started the course.