



Fit to Sit Policy (Legal Practice Course)

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Fit to Sit (LPC)

The LPC at Northumbria operates a 'Fit to Sit' policy in relation to assessment. Before sitting an assessment, you will be required to certify that you are fit to sit. The policy is as follows:

The Fit to Sit Regulations

The Fit to Sit regulations apply to all of your assessments. In summary, these regulations mean that before you attempt any examination or submit any coursework or other assessed work, you must sign a declaration that you are fit to do so. Should you fail to sign the declaration you are deemed to be fit to sit by virtue of the fact that you have attempted the examination or submitted the coursework or other assessed work. Any subsequent PEC application will be considered in light of the fact that you have certified that you were, at the time of the assessment, fit to sit it and will only be accepted in EXCEPTIONAL circumstances.

If you are not Fit to Sit

If you are not fit to sit the assessment then you should not do so. In such a situation, you must contact the Ask4help team in person at Student Central; via your Student Portal chat; or by e-mail to Ask4help@northumbria.ac.uk as soon as possible and **BEFORE** the assessment takes place or the assessed work is submitted to inform them of your circumstances. The Ask4help team will ask you to do one of the following:

1. Complete and submit an online PEC claim with supporting evidence immediately OR
2. Complete and submit an online PEC form and provide supporting evidence as soon as possible thereafter and prior to the notified deadline.
3. Where appropriate you should seek urgent medical attention and obtain medical evidence to support the PEC.

Advance permission to defer

This guidance applies where you have contacted Ask4help regarding your fitness to sit an assessment BEFORE that assessment takes place.

Provided that you have submitted an online PEC form with the appropriate accompanying evidence as required before the assessment takes place, the Specialist Student Support Team will determine whether the deferral can be granted and you will be informed of the decision prior to the assessment. If you are permitted to defer then you should not attempt the assessment. If you are not permitted to defer then you should sit the assessment.

Request to defer in circumstances where it is not possible to submit a PEC form and/or appropriate supporting evidence prior to the assessment.

This guidance applies where you have contacted Ask4help regarding your fitness to sit an assessment BEFORE that assessment takes place.

If you have been unable to submit an online PEC form with appropriate accompanying evidence as required before the assessment takes place, but have informed Ask4help of your circumstances before the assessment takes place, the Specialist Student Support Team will determine whether you can be offered the option of submitting a PEC form with appropriate

supporting evidence by a specific date. You will be informed of whether this is possible prior to the assessment.

If you are offered this option you must think very carefully about whether your circumstances are such that you will be able to submit a PEC form with appropriate accompanying evidence by the notified deadline. If you are not able to do so then you should sit the assessment.

Upon receipt of the PEC form and accompanying evidence within the specified time, the Specialist Student Support Team will determine whether a deferral can be granted. You will be informed of this decision as soon as is reasonably practicable. If you are not permitted to defer at this stage, you will be recorded as absent from the assessment and will fail it.

Consequences of deferral

If you are given permission to defer your assessment then the Examination Board will not count this attempt and you will be able to sit at the next diet of assessments without penalty (NB, the next diet of assessment may not be for a long period of time as there are normally only 2 diets per year – this could have implications for your continuing student status).

If you are not granted a deferral or offered the option to submit a PEC form with appropriate supporting evidence within a number of days as specified by the Specialist Student Support Team then you must attempt the assessment or you will be recorded as being absent and will fail.

If you are offered the option to submit a PEC form with appropriate supporting evidence within a number of days as specified by the Specialist Student Support Team but fail to submit a PEC and/or appropriate accompanying evidence at all, or by the notified deadline, or the deferral is not granted on the basis of the submitted PEC and the accompanying evidence, you will be recorded as being absent from the assessment and will fail it.

Students who sit the assessment and subsequently submit a PEC claim due to illness during the assessment

If you become ill DURING an assessment, **you must inform the invigilator and decide again whether you are fit to complete the assessment**;

If you decide to continue and complete the assessment knowing you are not Fit to Sit then it is unlikely that a subsequent PEC claim will be accepted.

If you decide that you are not fit to continue the assessment you should ask the invigilator to complete a form which states why you left the assessment and at what time; leave the examination room; and then contact Ask4help as soon as possible after the assessment and inform them of your circumstances. You will be asked to do the following:

Submit a PEC form either immediately or by the notified deadline for the assessment period.

Seek urgent medical attention (if appropriate) if you have not done so already and provide the medical evidence (or other relevant evidence) with your PEC form.



The decision regarding permission to defer in these circumstances will be considered based on **both** Fit to Sit decisions, which you will have made and it is unlikely that a claim will be accepted, if you have continued and completed the assessment.