



Personal Extenuating Circumstances (PECs) Policy		Ref: PL.007-v005	
Brief Description & Purpose:	Students are responsible for informing the Programme Assessment Board (PAB) of any serious personal extenuating circumstances, which they feel might have significantly affected their performance in examinations or other forms of assessment e.g. coursework, presentations etc. Personal Extenuating Circumstances (PECs) should cover situations that are both unforeseen and unpreventable.		
Applicable to (list cohorts):	Staff: All staff	Students: All students	Third Parties: All who are in a formal relationship with the University
Effective From:	September 2019	Last Review Date:	30 November 2023
Approval Authority:	Education Committee	Approved:	September 2019
Executive Owner:	Executive Director of Student, Library and Academic Services	Business Owner:	Assistant Director (Student Engagement)
Next Review Date:	30 November 2026	Publication External Y/N	Y

Personal Extenuating Circumstances (PECs) Policy

1. Students are responsible for informing the Programme Assessment Board (PAB) of any serious personal extenuating circumstances, which they feel might have significantly affected their performance in examinations or other forms of assessment e.g. coursework, presentations etc. Personal Extenuating Circumstances (PECs) should cover situations that are both unforeseen and unpreventable.
2. A Personal Extenuating Circumstances (PECs) claim must be submitted as soon as possible and no later than the published deadline for the period in which the affected work is assessed (e.g. semester 1). Appropriate medical certification or other relevant evidence confirming how those circumstances have affected the student in relation to the assessment must be provided. Guidance is available to students [here](#).
3. If a student is unable to submit work by the assessment deadline, or attend an examination, because of extenuating circumstances then they must complete a PEC claim on the Student Portal dashboard as soon as practicable. The PEC claim and supporting evidence confirming how those circumstances have impacted the student in relation to the assessment should be submitted as soon as possible and within published deadlines.
4. PEC claims received after the relevant published deadline will not normally, be considered unless there is a valid reason for submitting late, which can be evidenced. If students wish to raise a claim for extenuating circumstances after the PAB has met, they should do this using the University's Appeals Procedure, ensuring that they provide and evidence a valid reason for not submitting a PEC claim by the relevant deadline, see Handbook of Student Regulations [here](#).
5. Where personal extenuating circumstances cause a student to be, absent for up to 10 working days during teaching, it will normally be expected that the student will make good this time through additional study, unless it is close to the assessment submission or examination date.
6. The procedure for short extension submission (SE) should be used to request a short extension to the assessment deadline for coursework. Students should submit their request for a short extension via the ([Student Portal](#)).
7. Students should read their Programme Handbooks to check if there are any restrictions on PECs or SEs specific to their course or to particular modules, which may be applied due to Professional body regulations or requirements, which fall outside of the University Policy.
8. PEC claims will be considered by the Student Engagement Team who will decide whether to accept or reject the claim. Accepted claims will be taken into consideration by the PAB, which is normally held at the end of the academic stage. The PAB will not be made aware of the circumstances claimed for, only that a valid claim has been accepted for a particular assessment component. Possible outcomes are as follows.
9. If the module is passed and the student is at a progression stage no action will normally be taken, although the circumstances will be taken into account when the award is determined if relevant.



10. If the module is failed, the student is given a deferral (i.e. additional first sit) opportunity. The mark for the re-assessed work will count in full, unless this is lower than the original mark then the higher of the two marks will stand. If the affected assessment is a re-sit, the student may be permitted to re-sit as if for the first time, in this case the re-sit mark is capped at the pass mark.
11. In exceptional cases, a module pass may be awarded taking into account any work completed, and the overall profile of marks (and in the case of some modules subject to Professional body regulations or requirements, the requirement that all components of assessment must be completed - see Variation Orders).
12. Where it is deemed that extenuating circumstances have had a major impact, the student may be given the opportunity to repeat part or all of the academic stage.
13. If the PAB is satisfied that there is sufficient evidence of the student's achievement at the award stage, the student may be recommended for the award (and classification if relevant) for which s/he is a candidate.
14. Where further evidence is thought to be necessary the PAB may assess the student by whatever means it considers appropriate. It may exercise discretion on the form of re-assessment provided the student is not put in a position of unfair advantage over other candidates for the award.
15. An Aegrotat award may be recommended when a PAB does not have enough evidence of the student's performance to be able to recommend the intended award but is satisfied that the student would otherwise have reached the required standard for the intended award.
16. NB: Marks will not usually be changed as a result of an accepted claim
17. A student has a right of appeal against examination/assessment decisions, including decisions on PECs, in accordance with the University's appeals procedures (see Handbook of Student Regulations [here](#)).

Version No.	Reviewer	Date	Changes
5.0	Governance and Enhancement Administrator	21/08/2024	Administrative change to add in change log and up to date coversheet.