



**Technical Extenuating Circumstances (TECs)  
Policy**

**Ref: PL.006-V002**

<b>Brief Description &amp; Purpose:</b>	Technical extenuating circumstances affecting the conduct of an examination or assessment may affect individual students or groups of students. They will normally be considered and resolved as part of the pre-PAB scrutiny of marks. Unless part of a University wide response to an emergency scenario, e.g. a pandemic or industrial action, a form should be completed for each TEC application.		
<b>Applicable to (list cohorts):</b>	<b>Staff:</b> All staff	<b>Students:</b> All students	<b>Third Parties:</b> All who are in a formal relationship with the University
<b>Effective From:</b>	November 2016	<b>Last Review Date:</b>	December 2023
<b>Approval Authority:</b>	Education Committee	<b>Approved:</b>	November 2016
<b>Executive Owner:</b>	Academic Registrar (Director of Quality and Academic Support)	<b>Business Owner:</b>	Faculty Registrars
<b>Next Review Date:</b>	December 2026	<b>Publication External Y/N</b>	Y

# 1 Technical Extenuating Circumstances (TECs) procedure

Technical extenuating circumstances affecting the conduct of an examination or assessment may affect individual students or groups of students. They will normally be considered and resolved as part of the pre-PAB scrutiny of marks. Unless part of a University wide response to an emergency scenario, e.g. a pandemic or industrial action, a form should be completed for each TEC application.

All changes to marks as part of the pre-PAB scrutiny of marks will be based on consideration of statistical evidence which may include:

- 1.1.1 data from a previous operation of the module, for example average marks.
- 1.1.2 the extent of the effect of the technical extenuating circumstance in comparison to the performance of any students on the module who were not affected by the technical extenuating circumstance.
- 1.1.3 the performance of the same group of students on other components of assessment on the module, or on a comparable module/s.

Students must be informed when a member of staff raises a TEC application on their behalf.

In any circumstance where a student requests that a TEC be raised but this is not supported by the relevant member of staff, the student must be advised to submit a PEC and clearly mark the form as Technical Extenuating Circumstances Form. The application may be considered by the Programme Assessment Board (PAB).

A student has a right of appeal against examination/assessment decisions, including decisions on TECs, in accordance with the University's appeals procedures, which are described in section 7 of the 'Handbook of Student Regulations' found [here](#).

Version No.	Reviewer	Date	Changes
1.0			Original Version
2.0	Governance and Enhancement Administrator	09/08/2024	Administration changes to amend template of the policy to be in line with current policy guidance