



## Extensions and Deferrals Policy

### Contents

A. Introduction .....	1
B. Scope.....	2
C. Definitions.....	2
D. Related Policies and Processes .....	2
E. Extensions and Deferrals Procedure.....	3
F. Extensions and Deferrals Process .....	4
G. Underlying Principles .....	5
H. Support Available for Students .....	7

#### A. Introduction

1. The Arts Educational Schools (ArtsEd) is committed to supporting students to fulfil their potential by responding to their needs and by ensuring a positive student experience, which assists students to engage fully with their studies and with ArtsEd’s community. The Institution seeks to maintain an enabling environment which is safe and conducive to teaching, learning, professional development, and the well-being of all.
2. This Extensions and Deferrals Policy provides an institutional-wide approach to the consideration of requests for extensions or deferrals to coursework submission deadlines and/or attendance at examinations. The policy is underpinned by a commitment to the fundamental objective of supporting students in their studies and recognition of the respective responsibilities of students and staff. The policy is designed to be as clear as possible and to support students in planning their work sensibly.
3. **This policy should be read in conjunction with the following documents:**
  - [City’s Assessment Regulations 19](#)
  - [Fitness to Study Policy](#)
  - [Fit to Sit Policy](#)
  - [Academic Appeals Procedure](#)
  - [Extenuating Circumstances Policy](#)
  - [Interruption of Study Policy](#)
  - [Equal Opportunities Policy](#)

- [Physical Injury and Recovery Procedure](#)
- [Attendance Policy](#)

## B. Scope

4. The Extensions and Deferrals Policy should be used by ArtsEd students studying a programme which will lead to a Higher Education award.
5. Please note, this policy should not be used by students with disability to request reasonable adjustments in preparation for or during their assessment. Students should notify their Head of Year or the Student Support Team ([studentsupport@artsed.co.uk](mailto:studentsupport@artsed.co.uk)) where the necessary reasonable adjustments are not in place prior to their assessment.

## C. Definitions

6. An **'Extension'** is a short rescheduling of a student's assessment deadline, of up to seven calendar days. Please note that extension claims will not be granted for attendance at examinations, this will be managed as a 'deferral'.
7. A **'Deferral'** is the postponement of a student's assessment deadline or examination date, to the next available opportunity. This is most likely to be at the next examination period or re-sit period. Please note that deferral claims which are approved may impact a student's original graduation date.
8. Being **'Fit to Sit'** is self-declared by the students undertaking the assessment on the day, or for online assessments, this is indicated by pressing the submit button.
9. **'Extenuating Circumstances'** are defined as circumstances which are unforeseen and outside a student's control, and which can be shown to have had a direct and substantial impact on their academic performance (this may include an impact on the student's capacity to study prior to an assessment, on their ability to complete an assessment, and/or on performance during an assessment).

## D. Related Policies and Processes

### i. Fit to Sit

10. ArtsEd operates a 'Fit to Sit' policy, by undertaking the assessment on the day, a student is declaring that they are fit to sit their assessment. For all assessments submitted online, students are indicating that they are 'fit to sit' by pressing the submit button. This means that where a student decides to sit or submit an assessment, ArtsEd will not normally accept an Extenuating Circumstances claim following the assessment if the circumstances were foreseen and could have been anticipated by the student. In such circumstances and in accordance with this Policy, the student should submit an Extension / Deferral request.

**ii. Declaring Extenuating Circumstances**

11. Following an assessment, where a student believes that they were not 'fit to sit' or have experienced other extenuating circumstances which were unforeseen and outside of their control, they must advise ArtsEd using the Extenuating Circumstances (EC) Policy and process. For more information, please refer to the [Extenuating Circumstances Policy](#).

**iii. Academic Appeals**

12. Where students consider that there has been a procedural irregularity in the consideration of their Extenuating Circumstances or Extensions/Deferral request, this should be addressed by submitting an Academic Appeal. For more information, please refer to the [Academic Appeals Procedure](#).

**E. Extensions and Deferrals Procedure**

13. Where valid and foreseen difficulties in completing an assessment, or attending an examination, have been experienced, these may be considered as grounds for a short extension (up to seven calendar days) to the submission deadline or as grounds for deferral to the next available opportunity.
14. Under no circumstances will they be considered as grounds for adjusting the grade(s) awarded for assessments already completed.
15. Schools may choose not to permit extensions on particular components of an assessment or may allow less than the full seven days. The actual number of days available to a student for an extension is at the discretion of the School that owns the course. However, any extension given must not give students any unfair advantage over their peers and must uphold academic standards.
16. The deferral of an assessment deadline or examination date, to the next available opportunity, will most likely take place at the next examination period or re-sit period and may have an impact on the student's original graduation date.
17. Reasons for extensions and deferrals are foreseen, short to medium term circumstances that are exceptional and beyond a student's control, and which may have an adverse impact on their ability to complete the assessment on time or attend an examination on the original date.
18. Some examples include (but are not limited to):
- i. Recent short-term physical illness or injury.
  - ii. Recent short-term mental ill-health.
  - iii. A long-term or chronic physical health condition, which has recently worsened temporarily or permanently.

- iv. A long-term or chronic mental health condition, which has recently worsened temporarily or permanently.
- v. An unavoidable and necessary medical appointment.
- vi. The recent death or serious illness of a person with whom the student has a close relationship.
- vii. The recent breakdown in a long-term relationship, such as a marriage.
- viii. Emergencies involving dependents.
- ix. Victim of a crime which is likely to have significant emotional impact.
- x. Military conflict, natural disaster, or extreme weather conditions.
- xi. Experience of sexual harassment or assault.
- xii. Experience of other forms of harassment.
- xiii. Exceptional (i.e., non-routine) caring responsibilities.
- xiv. Severe financial difficulties.
- xv. Prolonged exposure to a difficult/challenging home environment.

\*Please note, long term mitigating circumstances that may impact the student's fitness to study should be dealt with in accordance with ArtsEd's [Fitness to Study Policy](#).

19. Extensions and deferrals will not be granted for 'minor ailments', last minute difficulties or the normal frustrations of everyday life. The following circumstances would not be acceptable grounds for granting an extension or deferral:

- i. Poor planning and time management.
- ii. Error made in understanding the published dates of assessment submissions.
- iii. Having another assessment due on or around the same date.
- iv. Foreseen IT issues and connectivity.
- v. Holidays.
- vi. Social events.
- vii. Moving house.
- viii. Failure to make alternative travel plans when disruptions were advised in advance.

#### F. Extensions and Deferrals Process

20. A student should apply for an extension/deferral no earlier than **four weeks before the original assessment deadline** and **no later than three calendar days before the original assessment deadline**.

21. Claims should be made using the '[Extensions and Deferrals' form](#).

22. If a student is unsure whether their situation qualifies for an extension or a deferral, they can notify ArtsEd by completing the '[Extensions and Deferrals' form](#) to the best of their ability and the Quality Team will confirm their eligibility. Students with questions regarding the [Extensions and Deferrals' form](#) should send an email to [HECourseOffice@artsed.co.uk](mailto:HECourseOffice@artsed.co.uk).

23. Once a claim has been considered by the Course Leader or nominee the relevant Course Leader or nominee will determine whether the extension/deferral claim is granted or rejected:
- i. If an **extension claim is approved**, the student will receive a new assessment deadline, set within seven calendar days of the original deadline.
  - ii. If a **deferral claim is approved**, the student will receive a new assessment deadline or examination date at the next available opportunity.
  - iii. If an **extension/deferral claim is rejected**, the student will be expected to submit their assessment to the original deadline.
24. Please be aware, requests for extensions and/or deferrals can only be made a **maximum of three times within an academic year**. (If a request for an extension/deferral is rejected, this will not be counted as one of the student's three requests.)
- In very rare and exceptional circumstances where the number of extensions / deferrals may need to be exceeded the Course Leader or their nominee must discuss the case directly with the Quality Team in the first instance.

#### G. Underlying Principles

25. ArtsEd will provide the appropriate support to students who have submitted an 'Extensions / Deferrals' form. Each matter will be dealt with based on its individual circumstances. Any decision reached about a student's circumstances will be made wherever possible through an inclusive process involving the student and other individuals such as relevant academic staff, health care professionals and the relevant ArtsEd Registry Team, as appropriate.

##### i. **Duty of Care**

26. ArtsEd takes its duty of care seriously. The Institution owes a duty of care to all members of its community to ensure the health, safety and well-being of its students, pupils, staff and visitors. Therefore, students who do not feel fit enough to sit their assessment(s) should not feel pressured to do so and, depending on their circumstance, are encouraged to either refer to the Extenuating Circumstances process or to utilise this policy.
27. Where a student discloses complex mental or physical health challenges and/or severe and complex life circumstances through the completion of an 'extensions / deferrals form', this information will be shared with the Student Support Team. The team will contact the student to offer follow up and appropriate support.
28. In exceptional cases and in accordance with this policy, ArtsEd may determine that a student presents a risk to themselves or to other members of the community, which may result in pausing the student's assessments. For more information on the available student support at ArtsEd, **please see section H below**.

## **ii. Equality Act and Human Rights Act**

29. We are mindful of our legal obligations under the Human Rights Act 1998 and the Equality Act 2010 and are committed to promoting equality, diversity and inclusion in all our activities and processes. We will promote equality regardless of any protected characteristic and/or diverse background. We will ensure:
- a. that our practices and functions including this Extensions and Deferrals Policy and process are accessible and barrier free.
  - b. that we make reasonable adjustments for our disabled students who use this Procedure, noting our enhanced duty to make reasonable adjustments when responding to and managing situations where a student's extension or deferral claim is relating to a student's disability.
  - c. that student carers of disabled people and students with dependants who may need to use this Extensions and Deferrals Policy can do so, and any relevant adjustments will be made for them where necessary.
  - d. that in the coordination and decision-making processes we will fulfil our commitments to the Equality duty.

## **iii. Confidentiality and Data Protection**

30. All information obtained as part of this Extensions and Deferrals Policy will be held in accordance with General Data Protection Regulations (GDPR), Data Protection legislation and our **Student Privacy Notice**. We will ensure that matters handled by us as part of this process are undertaken with the appropriate level of confidentiality and information will only be made available to those who need it for the purposes of managing and responding to the Extensions and Deferrals Policy.
31. In some instances, aspects of a student's extension / deferral claim request may need to be disclosed to other relevant staff and external organisations as part of the management of a student's assessment. Where there are elements which are particularly sensitive and the student has concerns about their confidentiality, the student can raise this with the Deputy Principal who will discuss how disclosure can be minimised, if possible and appropriate to do so.
32. Where we need to liaise with and obtain information from a third party as part of the Extensions and Deferrals Process, we will only give the third party as much detail about the student and their situation as is necessary to obtain the evidence required. Staff will ensure that discussions held about the student's claim are undertaken with the appropriate level of confidentiality, unless doing so could put others at risk.

## **iv. Reporting and Monitoring**

33. An annual summary report of the number of extension and deferral requests and overall actions taken to resolve them will be received by the City Course Board, the Higher Education Committee and the Board of Trustees.

There will be no reference to individual cases. The reports will show trends and make recommendations for improvements where necessary. A confidential record will be kept separately of individual cases as determined by the general data protection requirements.

#### H. Support Available for Students

34. ArtsEd has a duty of care to ensure that the necessary guidance and support is available for students.
- i. **Student Support:** Students should be directed to the Student Support Team where there is a concern about a student's ability to engage with their studies or assessment. The student can contact the Student Support Team by sending an email to [studentsupport@artsed.co.uk](mailto:studentsupport@artsed.co.uk).
  - ii. **Student Counselling:** Personal Tutors can encourage students to seek counselling. Students can also self-refer to ArtsEd's Counselling Service. Students can book a session with the Counselling Team by sending an email to [Counselling@artsed.co.uk](mailto:Counselling@artsed.co.uk). The Student Counselling Service offers confidential space for students to seek advice about, and discuss matters impacting upon, their psychological wellbeing. Students are offered:
    - a. short term 1-2-1 counselling which can help students work on immediate problems;
    - b. assistance with developing healthy coping techniques;
    - c. support with gaining understanding of underlying issues; and
    - d. assistance with developing a longer-term treatment plan, if necessary.
  - iii. **Togetherall:** Togetherall is a clinically-managed, online community designed to improve mental health. Students can access the 24/7 online support via our Student Services Online Platform or by visiting [www.togetherall.com](http://www.togetherall.com).
35. Students who have any questions about this Extensions and Deferrals Policy should contact [HECourseOffice@artsed.co.uk](mailto:HECourseOffice@artsed.co.uk).