

Procedure:	Extenuating Circumstances relating to Assessment
Policy Area:	S7: Supports for Learners
Purpose:	The overall purpose of this procedure is to ensure that learners are not unfairly disadvantaged within an assessment due to circumstances outside of their control. This procedure outlines how learners can apply to defer an assessment activity (i.e. complete the assessment on another occasion) in the case of temporary, exceptional circumstances that prevents them from undertaking a specific assessment activity at that time.
Scope:	This procedure applies to all further education and training provision provided by Longford & Westmeath ETB colleges and centres whether accredited or unaccredited.

LWETB Staff Involved:	Centre Manager/Coordinators Educators/Assessors FETQS TSO FET Management	Others Involved:	LWETB Stakeholders Learners
Related Documents:	Learner Assessment Malpractice Procedure Learner Reasonable Accommodation Access, Transfer and Progression Policy & Procedure Extenuating Circumstances Procedure Examination Procedure Admission Policy Recruitment Appeals Procedure LWETB Security of Assessment Material Evidence	Related Templates:	Application to defer an Assessment Activity due to Extenuating Circumstances Appeals template

Procedure Sections:

Approach used to carry out procedure		Responsibility	Evidence Documentation
1. Informing Learners			
1.1	<p>Coordinators/centre managers are to ensure that all learners are informed at induction stage of the application process in applying to defer assessment(s) due to extenuating circumstances.</p> <p>Coordinators/centre managers must also ensure that learners understand what constitutes as an extenuating circumstance which are as follows:</p> <p>Extenuating Circumstances are extraordinary in nature and specifically they must be:</p> <ul style="list-style-type: none"> – Unexpected – Beyond the Learner's control – Have a significant impact on the Learner's assessment performance <p>Examples of Extenuating Circumstances include but are not limited to:</p> <ul style="list-style-type: none"> – Bereavement or sudden serious illness, of a close relative or close friend – Serious physical injury or emotional trauma – Personal injury certified by a medical practitioner – Serious illness of child or family member that the learner cares for – Serious unexpected disruption of personal life – Serious or incapacitating injury, illness or medical condition (physical or mental) – Victim of a serious crime or a family relative is victim of serious crime <p>Circumstances that do not qualify as IECs (Individual Extenuating Circumstance) but are not limited to:</p> <ul style="list-style-type: none"> – Where the learner has a certified additional need (Reasonable Accommodation is the process of application) – IECs claimed with no supporting evidence – Personal/domestic events e.g. moving house, getting married 	Coordinator/Centre Manager	Learner Induction Process Learner Declaration & Authorship Statement

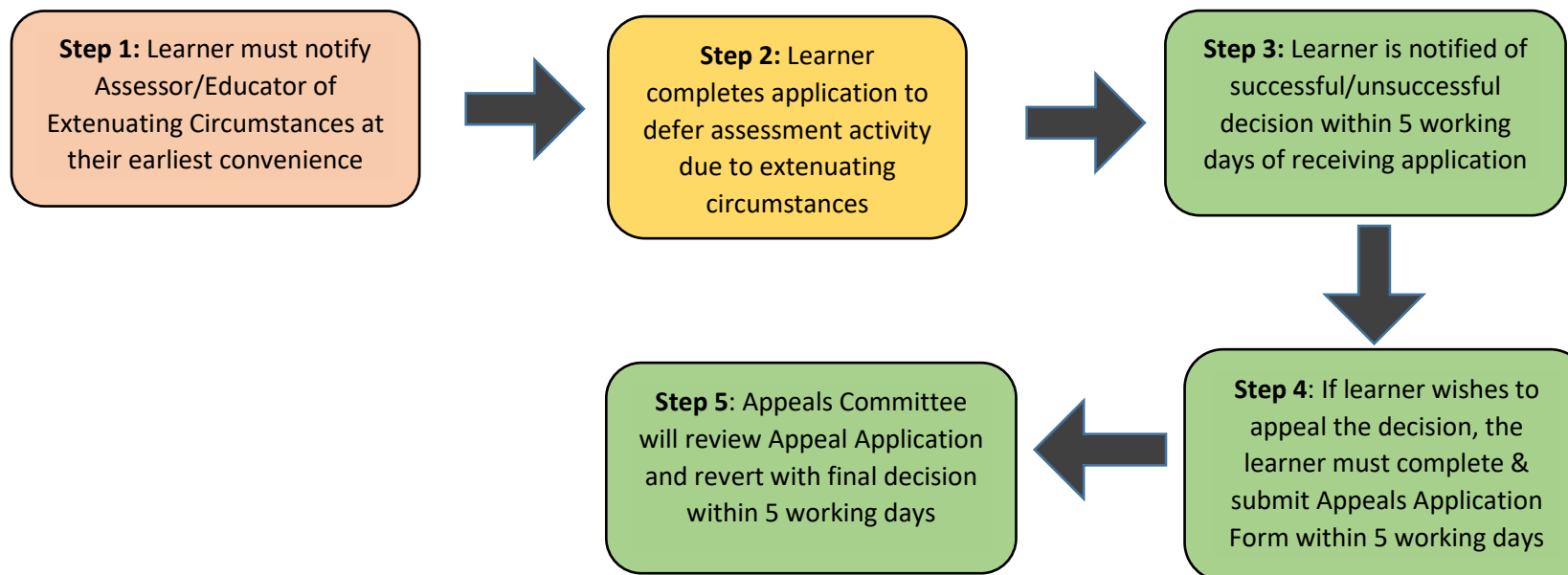
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3. Management of Application Process			
3.1	<p>The Coordinator/Centre Manager needs to find a balance between ensuring that:</p> <p>(a) the learner is not unfairly disadvantaged because of the extenuating circumstance and</p> <p>(b) ensuring that the learner does not gain significant advantage when compared with other learners.</p> <p>On receipt of a completed application form:</p> <ol style="list-style-type: none"> 1. Coordinators/centre managers should liaise with the relevant assessor/educator to discuss the application. 2. The coordinator/centre manager should consider the severity of the circumstances and the nature of the assessment activity in making their decision. The decision must be based on the impact on the learner to complete an assessment, not the impact of the extenuating circumstances on the individual. 3. Process should be confidential - As the forms and evidence will contain sensitive information, it's important to implement the highest standards of care in terms of the transmission, handling, storage and access to this information, and its prompt deletion when no longer required (see Security of Assessment Material, Evidence and Records Procedure). 	Centre Manager/Coordinator	
3.2	<p>If approval is granted:</p> <ol style="list-style-type: none"> 1. A revised assessment schedule will be agreed in conjunction with the assessor/educator. <ul style="list-style-type: none"> • Every attempt to facilitate this in the current assessment period will be made. However, due to time constraints, and/or resources, this revised schedule may roll into a subsequent certification period. 2. The Learner will be informed in writing within 5 working days. 	Learner & Educator/Assessor	

3.3	<ul style="list-style-type: none"> In the case of deferred examinations and skills demonstrations, a different examination paper and brief must be used (where available). Opportunities to defer an assessment activity are dependent on the nature of the activity and the practical and/or operational issues involved. It is acknowledged that there may be specific constraints on centres that prevent them from offering rescheduled assessment opportunities to learners. The Educator/Assessor should mark the assessment according to the normal criteria without making allowances for the extenuating circumstances of the learner. 	Learner & Educator/Assessor	
3.4	Where approval for a deferral of an assessment activity is not granted the assessment can be completed in the normal way as long as the timeline permits (penalties for late submissions may apply).	Learner & Educator/Assessor	
3.5	The Learner is informed in writing of the outcome of their application within 5 working days or as appropriate to the assessment.	Centre Manager/Coordinator	
4. Learner Appeal			
4.1	<p>Decisions can be appealed in writing to the Coordinator/Centre Manager within 5 working days of the learner being notified of the decision using the appeal application form.</p> <ol style="list-style-type: none"> Learner to complete the appeals form and submit to the Coordinator/Centre Manager within 5 working days of extenuating circumstances application decision. Coordinator/Centre Manager send appeal application form to FETQS/Appeals Committee* within 5 working days (appeal form should be date stamped). FETQS to arrange review of appeals application with appeals committee within 5 working days. Learner to be informed of the appeals decision within 5 working days. <p><i>*Appeals Committee will consist of a member of FETQS/TSO Unit and two members staff/management not involved in original application.</i></p>	<p>Learner Centre Manager/Coordinator</p> <p>Appeals Committee</p>	

5. Other considerations			
5.1	Where possible the centre should ensure that the learner is advised of the counselling/support services that may be available within LWETB or external to LWETB.	Centre Manager/Coordinator	communication/letter

1. Flow Chart of Extenuating Circumstance Procedure



FETQS Internal Review:

Procedure Review			
Review Date:	11 th March 2023	Review Log & Reason for Update:	
Version:	1.0	Quality System Index Code:	PR27
Appendix Overview:			
Appendix Txx:		Appendix Txx:	

Application to defer - Extenuating Circumstances

Submit To:	Centre Manager/Coordinator/relevant LWETB personnel		
Assessment/Submission Date:			
Module Name & Code:		Assessment Name & Code	
Assessor/Educator Name(s):		Programme PLSS Code (FE)	
Documentation/evidence provided			

Please complete all relevant sections of this form.

Section A: Learner Details

Surname:	First Name:
Learner email:(LWETB where available)	Contact number:

Section B: Details of Extenuating Circumstances

Please tick the box below which best describes your extenuating circumstances:

<input type="checkbox"/>	Hospitalisation,
<input type="checkbox"/>	Serious illness/injury (physical or mental)
<input type="checkbox"/>	Sudden serious illness of a close relative or caring responsibility for (specify relationship)

Extenuating Circumstances relating to Assessment PR27 - (Version 1.0)

	Bereavement (specify relationship)
	Other personal or emotional circumstances
	Victim of Crime
	<i>Other, please specify</i>

Please provide details of how this impacts your ability to undertake your assessment

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Optional Statement – Centre Manager/Coordinator/ relevant LWETB personnel

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I confirm that the information given in this form is true and factually correct. I understand that this information may be disclosed, to necessary parties only where applicable.

Learner Signature:		Date:	
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I confirm that this application and evidence provided is true and factually correct. I understand that this information may be disclosed, to necessary parties only where applicable.

Name		Date:	
LWETB Personnel Signature:		Position	

Your submission will be treated as strictly confidential.

Privacy Statement

NAME OF CENTRE is part of LWETB. You can find out more about LWETB at www.lwetb.ie

The information on this form will be used to assess your application to have any extenuating circumstances that might adversely impact your ability to complete your assessment considered. Find out more about what extenuating circumstances are here (LINK)/below. The information will be kept securely, will only be shared with relevant LWETB staff on a needs-must basis, and will be destroyed when no longer required.

You are entitled to a copy of any personal information you submit to us, and you have a number of rights regarding how that information is handled - for more information, contact us at dp@lwetb.ie

APPEAL APPLICATION – EXTENUATING CIRCUMSTANCES

Full Name:				
Centre Name:				
Programme Name/ Code:				
PLSS Code				
Reason(s) for Extenuating Circumstances Appeal: Reasons they can appeal/basis of appeal identified				
	YES		NO	
Learner's Signature:		Date:		