



UNIVERSITY OF
LINCOLN

Guidance for Schools on Extensions and Extenuating Circumstances

We recognise that this is a challenging time for many of our students and as a response, we are adjusting our requirements for evidence levels around extensions and ECs. This short term guidance is in line with sector changes we are seeing across all HE institutions.

Extensions

- Deadlines should remain unchanged unless there is good reason to make a change – some schools have needed to do this because of staffing issues and student access to new material etc.
- It is important to be clear around terminology. If schools wish to change deadlines for all students this should be flagged as such. Please do not use terms like “blanket extensions”.
- Normal extension processes should be followed by students through their School
- When considering requests, please apply flexibility to the level of evidence required (see student FAQ’s)
- It will be very hard for students to evidence impact from CV-19. We would ask colleagues to accept a statement from the student simply describing the impact on them.
- Students who have difficulties accessing learning resources online as part of their studies or assessments should also be given extensions on request.
- Students with a relevant learning support plan should be given an extension on request
- Schools should be aware of examination board deadlines and extensions should be pragmatic in length to reflect student needs and staff marking loads.

Extenuating Circumstances

- Students should follow the standard process for applying for ECs
- As assessment formats change away from exams and face to face assessments, students should be directed to extensions in the first instance
- When considering ECs, flexibility will be applied around evidence requirements
- It will be very hard for students to evidence impact from CV-19. Please ask students to complete a personal statement around impact as normal, but in general we will not require corroborating evidence.
- If personal tutors are aware of student difficulties, a statement of support (email is fine) would be welcomed as part of the submission. However this is not essential.
- Whilst we would not normally allow ECs for IT/computer equipment/internet issues, as we will be running live open book exams and problems will inevitably occur, we will consider these claims as they arise. A statement from the student covering what happened is sufficient evidence.

- As per usual process, the standard outcome of EC approvals is an uncapped resit opportunity or an additional resit opportunity. It is important that students understand the EC process does not result in additional marks being awarded.
- Students should be directed to their Personal Tutor, Student Support or Extenuating Circumstances <extcir@lincoln.ac.uk> if they have any questions about EC processes.

Thank you for your support

Liz Mossop – Deputy Vice Chancellor

Judith Carey – Academic Registrar