

## COVID-19 Mitigation: Extenuating Circumstances

We know that this is a difficult and worrying time for you all and we are grateful for your patience as we work through how to do things differently to support you to continue with your education. This includes modifying some of our normal processes and rules, and I want to explain how Extenuating Circumstances and coursework extensions will work from 17 March until 30 June 2020.

**You will not need to submit any Extenuating Circumstances for missed assessments** (including coursework assignments and exams). We know that many of you may be directly or indirectly affected by the coronavirus, and if you don't complete and submit your assessments then we are making the assumption that you have valid reasons for not doing so. You will not be asked to provide any evidence.

### Exams

We are currently planning the format and timing of the exams and we will share these with you on Friday 27 March. The Departments are currently working hard on the details, including how Final Year and Integrated Masters students (such as MEng) can complete their studies. However, you may be worried that you are unable to prepare effectively for the exams given the personal circumstances of you and your families. Therefore, all of you – whether you are progressing or completing your studies - please be assured that should you decide not to sit the exams in April/May you will automatically be given the opportunity to sit the exams in August as a first, uncapped attempt.

We don't expect you to be sitting exams if you do not feel well, and as stated above you will have another opportunity without any penalty being applied. However, if you do take the exams you are declaring yourself fit to do so, but should you fail you will automatically be given another attempt for a capped grade in August.

### Coursework assignments and dissertations

While some of you will already have completed all your assignments and/or dissertations, there are still many of you that have deadlines to meet. Hopefully, you are well on course to meeting these deadlines, but if you find that you are unable to do so then we will assume that you have a valid reason for not doing submitting on time. Therefore, we will not ask you to provide evidence or to submit any Extenuating Circumstances.

We want to help you to complete the assessments, and so it is important that you follow the guidance provided by your Department which will be specific to your assessments and programme. This may include being given the names of staff you should contact if necessary.

However, please be aware that the Coursework Extension Portal is open for you to log your requests as normal if you cannot submit your assignment and/or dissertation on time, and you will be granted an extension. If you are unable to submit your assessment at all then you can expect to hear about a new, uncapped assignment following the meeting of the Exam Boards in June.

The **August assessment period** is commonly known as resit week. As we are likely to have many more students taking exams in resit week this year, we will extend the period, from one week to two or possibly three weeks. Our hope is that we will be able to run exams on campus as normal during

that period for anyone not able to complete their exams in April/May, and for those retaking their exams. However, these are uncertain times and we will regularly review our plans going forward, and we will provide more details of the August assessment period in due course.