

Procedure	Compassionate Consideration and Extenuating Circumstances
Associated Policy	Section 6 Assessment of Learners
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Purpose
To enable learners to request the deferral of an assessment or avail of an extended deadline because of exceptional or extenuating circumstances

Scope
Applies to all accredited programmes

Definitions/Acronyms
<p>Compassionate consideration refers to modifications to academic requirements that may be agreed to provide for exceptional or extenuating circumstances.</p> <p>Examples of the circumstances where a learner may apply for compassionate consideration are:</p> <ul style="list-style-type: none"> ● Serious accident or serious illness ● Serious accident or serious illness of a family member ● Death of a family member or close friend ● Domestic crisis <p>This is not an exhaustive list and there may be other circumstances which we will consider. We will consider each application on its own merits.</p>

Steps for Implementation
<p>Step 1.</p> <ul style="list-style-type: none"> ● The learner completes the Compassionate Consideration Application Form. This must be accompanied with relevant supporting evidence or documentation such as a medical certificate (this can be submitted after the event if necessary). Compassionate Consideration Application Forms are available on the LMS. <p>Step 2.</p> <ul style="list-style-type: none"> ● Application Forms are processed immediately by either the Lead Tutor or the Education Coordinator. ● A decision to either grant or decline the request is communicated to the learner within 24 hours. ● The Education Coordinator, Lead Tutor and tutor are informed of the decision.

- The tutor contacts the learner to agree alternative arrangements when the learner is in a position to consider these arrangements.
- If a revised schedule for an assessment activity is required this is agreed between the tutor and learner. We make every attempt to facilitate this in the current assessment period.
- If the assessment activity is an examination, we issue a new examination paper.

Step 3.

- Where compassionate consideration has been granted, assessment evidence is marked and graded in accordance with the standards of the award.
- The Education Coordinator records details of the compassionate consideration provided in the Compassionate Consideration Log, including the details of the extensions and/or alternative arrangements. This Log is made available to the External Authenticator.
- Learners may appeal any decisions made using the documented Complaints Procedure.

Supporting Documents

Compassionate Consideration Application Form
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