
Extenuating Circumstances

**Policies and Procedures –
Teaching Qualifications**

bbodance 2023-24

1. Introduction

- 1.1. During their studies students may experience circumstances which temporarily impact their ability to study and complete and submit summative assessments by the set deadline.
- 1.2. An extenuating circumstance is an unforeseen or unforeseeable event or events that substantially affect an individual student's ability to study and complete summative assessments by the set deadline.
- 1.3. bbodance recognises the impact extenuating circumstances can have on a student's ability to study and will provide an extension on completion of a module and summative assessment in line with the policy and procedures set out below.
- 1.4. This policy should be read in conjunction with the Student Handbook.

2. Extenuating Circumstances & Evidence Required

- 2.1. bbodance will grant a student an extension if any of the following extenuating circumstances apply. The student will need to provide evidence (where applicable) to verify their circumstances.

Extenuating Circumstance	Evidence Required	Length of Extension
Minor illness, such as flu, stomach bug, migraine	No evidence required	Up to 1 week
Accident or injury	Copy of accident report provided by a police officer, or letter or other evidence confirming hospitalisation or medical treatment	Depends on circumstances and timeframe of treatment/recovery
COVID, including testing positive for COVID, being unable to teach due to your students testing positive for COVID, being stranded abroad due to government changes without access to your course materials	Lateral Flow or PCR test results (if you test positive)	1-2 weeks, depending on the circumstances Additional time may be given if the circumstances require it
Serious illness or long-term health problem worsening (lasting for more than 7 days)	Letter from a medical practitioner confirming tests, diagnosis and/or treatment, indicating the period of time affected	Depends on circumstances and timeframe of treatment/recovery

Unanticipated increase in workload or conflict with scheduled school examinations (e.g. A-Levels)	Letter from employer confirming increase in workload or published schedule of school examinations	1-2 weeks, depending on the circumstances
Bereavement through the death of a close relative or significant other	Not required	2 weeks in the first instance
Other exceptional circumstances such as significant adverse personal or family circumstances	Contact the Teaching Qualifications Manager	Depends on circumstances
Jury Service, if the student is unable to defer the service to a later date	A letter confirming the Jury Service	Depends on length of service
Administrative issue where the fault lies with bbodance, e.g. non-receipt or delayed receipt of formative feedback	Confirmation from tutor	1 week

2.2 Circumstances that are considered foreseeable and preventable will not be considered extenuating and a student will not be granted an extension. These include:

- Computer or software issues (not including internet issues)
- Loss/deletion of work without backup
- Technical issues with submission that bbodance have not been made aware of on or before the submission date/assessment date
- Being on holiday or attending an event
- Engaging in professional activity, such as performance, without bbodance's prior knowledge
- Poor organisation and/or time management

3. Procedure for Applying for an Extension

- 3.1. Students are required to complete the Application for Extension form and submit it with any evidence required to the Head of Teaching Qualifications.
- 3.2. Applications for extensions should be received prior to the assessment date or deadline.
- 3.3. An application for an extension after the assessment date or deadline will be considered if:

- The student was too unwell or unable to contact bbodance on or before the date of assessment
 - The student was awaiting a diagnosis or confirmation of diagnosis
 - The nature of the illness affected the student's capacity to be aware of their condition and inform bbodance
 - bbodance were unable to process a student's application for an extension prior to the assessment date or deadline
- 3.4 All applications for extensions and evidence submitted are treated as confidential. Details of a student's circumstances will only be shared with bbodance staff and tutors if necessary and with permission from the student.
- 3.5 The Head of Teaching Qualifications will inform the student of the outcome of their application as soon as is practically possible and the module tutor/s will be notified of any agreed extension.
- 3.6 A student is entitled to appeal against rejection of an application for an extension by following the bbodance Complaints Policy & Procedure, available at <https://bbo.dance/policies-and-guidelines>.

4. Missing an Extension Deadline

- 4.1 If an extension deadline is missed without agreement of a further extension, and the student either submits their assessment late or does not submit, a mark of zero will be awarded for the assessment.
- 4.2 Where a mark of zero is awarded, a student will normally be required to re-submit or may choose to suspend their studies. Further information is provided in the Teaching Qualifications Regulations.