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|  | Extenuating Circumstances Panel  Terms of Reference |

The College recognises that students may suffer from a sudden illness, or other serious and unforeseen event or set of circumstances, which adversely affects their ability to complete or submit an assessment or be prevented from attending or completing a formal assessment component. These are known as Extenuating Circumstances (EC).

1. **Membership** 
   1. The membership of the EC Panel shall be as follows:
   * Quality Manager – Chair
   * The EC Co-ordinator – University Centre Quality Manager (or nominee)
   * A suitably experienced member of academic staff from the University Centre or University Centre Management Team (UCMT) staff
2. **Quorum**
   1. All members shall be present for the meeting to be quorate.
3. **Schedule** 
   1. The Extenuating Circumstances Panel shall meet prior to each Board of Examiners meeting to consider the applications for EC submitted by students. In exceptional cases extra-ordinary meetings will be arranged.
4. **Terms of Reference** 
   1. To ensure that the operation of the Panel remains in line with the approved policy, the QAA Quality Code and any other relevant external benchmarks.
   2. To uphold the confidentiality of the proceedings and ensure all confidential papers are received by the ECs Co-ordinator at the close of the Panel meeting.
   3. To oversee the Extenuating Circumstances process to ensure that students and staff know how and when they can request an extension or apply for remediation.
   4. To ensure that each submission is valid, and is considered in a fair and equitable manner and in accordance with approved regulations.
   5. To make a judgment on each case, categorising its seriousness and agreeing a recommendation to present to the Board of Examiners.
   6. To recommend remediation, where required, that enables a student to be assessed on equal terms with their cohort.
   7. To defer a decision in cases where a clear decision cannot be reached on the basis of the application and evidence, allowing more time for further consideration, or further information to be requested.
5. **The Chair will:**
   1. Maintain the good conduct of the Panel meeting;
   2. Ensure that the Panel interpret and apply the EC Policy appropriately;
   3. Make the final decision on each individual case.
   4. Assessment is inclusive and equitable.
6. **The EC Co-ordinator will:**
   1. Present extenuating circumstances submissions on behalf of the students. The Co-ordinator will also ensure that an accessible copy of the EC Policy and Procedure is available at the Panel meeting;
   2. Schedule the meetings, minute and record the outcomes and submit them to the Board of Examiners;
   3. Inform students of the location to which extenuating circumstances should be submitted.
7. The EC Panel will make a report, by student, to the relevant Board of Examiners meeting, as follows:
   1. Assessed components affected
   2. Category of seriousness
   3. Recommended remediation, if applicable