

## Overview of processes

You are affected by extenuating circumstances		
<b>Process</b>	<b><i>If application is accepted can help by:</i></b>	<b><i>Suitable in situations where:</i></b>
<u>Extenuating circumstances</u>	Allowing a retake if a module has not been passed; Allowing a resit or retake to be uncapped if a module has not been passed; Accept failure to pass a module	You miss an assessment; You fall ill whilst the assessment is taking place (e.g. during an exam or presentation);  You must be able to provide independent evidence to support your claim.
<u>Five working day extensions</u>	Allowing an individual piece of coursework to be submitted as if on time.	You need a little extra time to submit your work. You are able to apply <b>no later</b> than two working days <b>before</b> the deadline; You have evidence of your circumstances available immediately.
You are <u>not</u> affected by extenuating circumstances		
<b>Process</b>	<b><i>Can help by:</i></b>	<b><i>Suitable in situations where:</i></b>
Late work '24 hour window'	Enabling you to submit your work up to 24 hours <b>after</b> the deadline. However, there is a marks penalty: <b>Level 0 – 3</b> A mark of more than 40% for the element will be reduced to 40% <b>Level M</b> A mark of more than 50% for the element will be reduced to 50%	You are <b>not</b> experiencing extenuating circumstances and need no more than 24 hours after the deadline to submit. <i>See the section above on five working day extensions if you are experiencing extenuating circumstances.</i>
Resit / Retake	Enabling you to continue on a module if you have not passed it yet.  After the first sit you are entitled to a resit (this means doing the component/s you have not passed again). Your mark is capped at the pass mark.  If after the resit you do not pass, you normally have a second or further attempt. You may enrol on the module again. You will need to take all assessments again and pay for the module again. The module mark is capped at the pass mark.	You are not experiencing extenuating circumstances and do not submit, or do not achieve the marks required to pass.