# Additional Consideration:

# forM ARGEAR 3: GUIDANCE FOR STUDENTS

**Introduction**

If you experience unforeseen circumstances with your health or in your personal life which have left you unable to attend, submit or complete an assessment to the best of your ability you can submit a request for Additional Consideration to help mitigate the impact of the disruption on your studies.

Based on student feedback, the University of Brighton has introduced a new enhanced process for requesting Additional Consideration (previously known as mitigating circumstances/generic mitigation/mitigating circumstances for unrepresentative performance). This new process replaces all former processes. The new process includes two routes you can follow to request additional consideration as described in the table below. Please make sure to read this guidance fully before submitting a request.

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| **TWO ROUTES FOR ADDITIONAL CONSIDERATION** | |
| Self-certification for absence from assessment | Full request for additional consideration |
| * You should follow this route if you have experienced extraordinary circumstances that have caused you to be absent from a **time-bound assessment**/s for a period of **up to and including 7 calendar days** * **Self-certification is only available for time bound assessments (see further guidance below). It is not available for coursework assessments.** * You must submit your **request within 7 calendar days** of the last affected assessment date (all missed assessments in the 7 day period can be included on the request) * You can self-certify and no supporting documentation is required * You must provide evidence of the date of your assessment/s * A maximum of ONE request per semester   , | * You should follow this route if you have experienced extraordinary circumstances: * for assessment types not covered by self-certification (e.g. coursework) and/or * the circumstances affected a period **longer than 7 calendar days** and/or * you have already exceeded the maximum number of submissions for self-certification * For extraordinary circumstances meeting the above criteria that have impacted your studies resulting in: * absence from an assessment (non-attendance) * Failure to submit or undertake assessed work (non-submission) * Failure to submit work by the deadline, including any agreed extension (late submission) * Unrepresentative performance in all or part of an assessment e.g. you passed an assessment but feel your performance had been impacted by circumstances * You must submit your request after the impacted assessment deadline and **as close to the circumstances as possible**, and no later than 14 calendar days from receipt of exam board results. * Additional Consideration cannot be requested in advance of a submission date. If you are unable to meet your assessment deadlines the appropriate route for you to follow now may be to request an [extension to deadline](https://docs.google.com/document/d/1D60u2Rda9zLS3O85DMHv_8TrGIY46l9n/edit?usp=sharing&ouid=102587029230742800650&rtpof=true&sd=true). * Supporting documentation is required, however requests without documentation will be considered on a case-by-case basis. |

**Advice for students**

The Additional Consideration process is about making allowance for impacts – not about fixing marks. You should read the below advice to make sure you fully understand the Additional Consideration process before submitting a request. Incorrectly completed requests may not be accepted and can take longer to process.

The University’s Additional Consideration regulations can be found within section B5 of the [General Examinations and Assessment Regulations (GEAR),](https://drive.google.com/file/d/1jZ72_X8-qxAw89-lP28a6kipYrRPc1p4/view?usp=sharing) though a summary of both routes is provided below.

This process applies to all undergraduate and postgraduate taught provision, including that delivered by Partner Institutions.

**1 Self-certification for absence from assessment**

You may self-certify to cover absence from a time-bound assessment if you have experienced extraordinary circumstances, outside of your control (i.e. unforeseen and unavoidable). These circumstances may include short-term illness, acute worsening of a long-term condition or emergency caring responsibilities. Examples of time-bound assessment**[[1]](#footnote-1)** include:

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| Time-Bound Assessment examples |  |
| Written Exams | **Practical Skills Assessments** |
| e.g.   * Seen and Unseen Exams taken under timed conditions, including Multiple –Choice, Open Book, Short Answer, Essay and problem-based questions | e.g.   * Viva Voce * OSCE * Laboratory test * Observed practice * Practical Skills exam |
| Assessments exempt from self-certification include: Coursework, Written assignments, reports, dissertations, portfolios and project output. | |

If you are unsure if your assessment is time-bound and eligible for self-certification you should seek advice from your Course Leader before submitting an application.

Your self-certification request must also meet the following criteria:

* You may self-certify for a period of **up to and including seven consecutive calendar** **days** which include the last assessment date. This period may include multiple impacted time-bound assessments.
* The deadline to submit a request is **within seven calendar days of the last assessment date.**
* A maximum of ONE self-certification period per semester can be made.
* You may self-certify without providing supporting documentation of your circumstances. You must, however, provide evidence of the date of your assessment (e.g. a screenshot of your exam timetable)
* You cannot apply for self-certification for coursework. If your difficulties are short-term and occur close to a coursework submission deadline a more suitable solution may be to apply for an [extension to deadline](https://docs.google.com/document/d/1D60u2Rda9zLS3O85DMHv_8TrGIY46l9n/edit?usp=sharing&ouid=102587029230742800650&rtpof=true&sd=true).

**1.1 How to self-certify**

To self-certify you should complete in full [ARGEAR3](https://unibrightonac.sharepoint.com/:w:/s/public/ET9PiaZD0axDoVkgtXiYoVYB-mj1hxVHnmBRbJ0AGniwqg?e=4qyXvd). Sections A and B and submit it to the Additional Consideration Office via **additionalconsideration@escg.ac.uk**. Your form will be processed by the University’s designated Initial Assessors. You will receive an email to confirm receipt of your form, normally within 3 working days of submission, and you can expect to receive a decision, normally within 14 calendar days of your submission.

**All correspondence regarding your claim will be sent to your University @escg.ac.uk student email account.**

The deadline for submission is **within seven calendar days of the last affected assessment date.**

**2 Full request for Additional Consideration**

You may submit a full request for Additional Consideration if you have experienced extraordinary circumstances outside your control (i.e. unforeseen and unavoidable) that have prevented you from either demonstrating or acquiring the skills, knowledge or competencies required to meet the learning outcomes associated with an assessment.

You can submit a full request for Additional Consideration for the following reasons:

* absence from an assessment (if you do not meet the criteria for self-certification or the assessment in question is not eligible)
* failure to submit or undertake assessed work (non-submission);
* failure to submit work by the deadline, including any agreed extension (late submission);
* unrepresentative performance in all or part of an assessment.

It is not possible to list all of the circumstances which may be deemed unforeseen or unavoidable but the following are examples of the kinds of circumstances which would normally be considered valid:

* Serious personal illness;
* Serious personal accident or injury or hospitalisation;
* Evidence of long-term health condition worsening;
* Death or serious illness of family member or close friend;
* Unforeseen and unavoidable caring responsibilities for a dependent;
* Significant adverse personal or family circumstance or psychological problem.

The following are the kinds of circumstances that are NOT normally accepted under Additional Consideration, even where they can be supported by independent supporting documents:

* Paid employment commitments for full-time students;
* Any ongoing situation known to the student e.g. long- term medical condition for which the student is already receiving reasonable or appropriate adjustments
* Non-serious domestic or personal disruptions e.g. car breakdown, lateness of lift to University, missing a bus or train, oversleeping; moving house, job interview/change of job, holidays, financial issues, minor illnesses (e.g. a cold);
* Study related circumstance e.g. misunderstanding examination timetable, or not knowing about the assessment, computer/printer/equipment problems, other University deadlines/poor time management;
* Other circumstances which it is reasonable to suppose might have been foreseeable or preventable.

**You should submit a full request if your circumstances have affected you for more than seven consecutive days or if you are not eligible to submit a request for self-certification.**

* Supporting documentation should be provided to support your request and should be from a professional source and cover the appropriate period of time. Examples of such documents include:
  + a medical certificate or letter from a medical practitioner e.g., a doctor;
  + other certificate or official record e.g., MAT B1 maternity certificate;
  + letter or form from an appropriate professional (e.g., counsellor the student has been supported by), or pro-forma from university support services;
  + supporting statement from a Personal Academic Tutor, or similar;
  + third party confirmation e.g., police report.

**Please do not submit photographic evidence of illness or injury to support your request**

Don’t worry if you can’t obtain evidence or supporting documents to accompany your request, you will have a chance to explain your difficulties on the form and requests will be considered on a case-by-case basis. You must, however, explain why you are unable to provide your supporting documentation, and will only apply where it is not possible to gain independent supporting documents, and not simply where you have not obtained documents which would have been readily accessible.

Requests should be submitted after the impacted assessment deadline and **as close to the circumstances as possible**, and no later than 14 calendar days of the results being released to you from the Course Examination Board.

**2.1 How to submit a full request for Additional Consideration**

To submit a request for full consideration you should complete in full Sections A and C of [ARGEAR](https://docs.google.com/document/d/1FECPW9cFZBJnflONj-IJjPMpp3h3moqI/edit?usp=sharing&ouid=102587029230742800650&rtpof=true&sd=true) and submit it Additional Considerations Office via email to [additionalconsideration@brighton.ac.uk](mailto:additionalconsideration@brighton.ac.uk) You should attach scans of supporting documentation (where available) to help explain your circumstances**. Please submit your request as close to the affected assessment submission point as possible as this will enable you to quickly receive a decision for your request, and for this to be recorded on your student record in good time for consideration by the course examination board.**

Your form will be processed by the University’s designated Initial Assessors and considered by the University’s Additional Consideration Sub-Committee (ACSC) if your case is complex or not accompanied by supporting documentation.

You will receive an email to confirm receipt of your request, normally within 3 working days of submission and you can expect to receive a decision normally within 14 calendar days of submission. If your case is escalated to a committee you can expect to receive a decision within 14 days of the next available committee (committees meet at least once per month throughout the academic year).

**All correspondence regarding your claim will be sent to your University @escg.ac.uk student email account.**

**3 Where to get help with your request**

You are encouraged to contact one of our support services, such as your tutor, your Course/ Module Leader to get help with your request and guidance on whether a request for self-certification or full request for Additional Consideration is the most appropriate route for you, or if you need help providing supporting documentation.

If you have a Learning Support Plan you should seek advice from the ALS team before submitting a request for Additional Consideration. Additional Consideration should not be used as an alternative to Learning Support Plans, but there may be occasions where unforeseeable factors present themselves which mean that a Learning Support Plan is unable to provide adequate reasonable adjustments for a situation alone.

**4 Confidentiality**

We appreciate that the information you disclose to us will be of a personal, private and sensitive nature. The Form [ARGEAR3](https://unibrightonac.sharepoint.com/:w:/s/public/ET9PiaZD0axDoVkgtXiYoVYB-mj1hxVHnmBRbJ0AGniwqg?e=4qyXvd) is confidential and information about the private nature of a request will only be disclosed to authorised persons. If supporting documents indicate a fitness to practice issue or a safeguarding concern, we may share information to relevant authorised persons.

Requests are stored securely and in line with the University’s [data protection](https://unibrightonac.sharepoint.com/sites/public/docs/Forms/AllItems.aspx?id=%2Fsites%2Fpublic%2Fdocs%2FLegal%20and%20Governance%2FData%5FProtection%5FPolicy%2Epdf&parent=%2Fsites%2Fpublic%2Fdocs%2FLegal%20and%20Governance&p=true&originalPath=aHR0cHM6Ly91bmlicmlnaHRvbmFjLnNoYXJlcG9pbnQuY29tLzpiOi9zL3B1YmxpYy9FY3ZfWExVNnF0dEtxNlcwcktSQmZsY0J6MkpBVWRPc21fQkpTNlBzWnhhUDN3P3J0aW1lPVR1UGZCUGhtMlVn) and [privacy notices](https://www.brighton.ac.uk/about-us/statistics-and-legal/privacy/students/index.aspx).

**5 Outcomes of requests**

Where your request is upheld, the decision will be notified to your School and recorded on your Student Record so that it can be taken into account by the Course Examination Board which considers your marks. Note the Course Examination Board is only notified of the outcomes of the request (upheld or not upheld), they are not provided with the details of the request. The Course Examination Board will determine how your upheld Additional Consideration will be used when considering your progression or final degree result.

For further guidance on the possible outcomes for Additional Consideration please refer to [GEAR B5.4 for self-certification, and B5.8 for Full Requests for Additional Consideration](https://unibrightonac.sharepoint.com/sites/public/docs/Forms/AllItems.aspx?id=%2Fsites%2Fpublic%2Fdocs%2FQuality%5Fand%5FStandards%2FGEAR%20and%20Supplementary%20Regulations%2FGEAR%202021%2D22%2Epdf&parent=%2Fsites%2Fpublic%2Fdocs%2FQuality%5Fand%5FStandards%2FGEAR%20and%20Supplementary%20Regulations&p=true&originalPath=aHR0cHM6Ly91bmlicmlnaHRvbmFjLnNoYXJlcG9pbnQuY29tLzpiOi9zL3B1YmxpYy9FY3Nrb01EX05vdElyeUNSUEJNcERJUUJEMGRuY0JuU243U1I1bzJwemR6SnRnP3J0aW1lPVVJeGVYNHVDMlVn).

Please note that the Course Examination Board cannot use your upheld Request for Additional Consideration to increase your module mark or change your final award classification.

**6 If you are not happy with a non-upheld decision**

A student may submit a request an Outcome Review on the following grounds:

1. That the Additional Consideration procedures were not followed properly;
2. That the university did not fully consider the request, for example, it overlooked relevant information that the student included;
3. That the university did not give reasons for its decision;
4. That the student has new supporting documents that they were unable, for good reason, to provide earlier in the process.

A student may submit a request for an Additional Consideration Outcome Review within 14 calendar days of the result of the additional consideration request being released to the student. The [Outcome Review form](https://unibrightonac.sharepoint.com/:w:/s/public/EQ2OIxTwveBGo1d9jWHw62oBgC-u6dGc6cKak0aOmrIk5g?e=2NiM6V) must be used.

1. Please note that some assessment modules may be exempt from self-certification due to Professional, Statutory and Regulatory Body accreditation (PSRB) or other course-specific regulations. [↑](#footnote-ref-1)