

## EXTENUATING CIRCUMSTANCES POLICY AND GUIDANCE

### 1. Definition

- 1.1 Extenuating circumstances are significant personal difficulties or circumstances which have a considerable impact on your academic performance or to complete or participate in any type of assessment due to matters outside of your control.
- 1.2 The University has a separate policy for contextual admissions and will not consider these under our extenuating circumstances policy and guidance.

### 2. Qualification assessment or attainment

- 2.1 Extenuating circumstances which impact on qualification assessment or attainment must be considered through the appropriate process by the Awarding Body either through access arrangements (pre-assessment) or through special consideration (post-assessment).
- 2.2 Where extenuating circumstances occur during the assessment or assessment period, post-assessment adjustments can be made through special consideration by the Awarding Body. Post-assessment adjustments will make allowances for any adverse circumstances based on your performance in other assessments on that qualification. Where a grade has been changed post-assessment due to special consideration, Cardiff University will guarantee a place for September entry in the current year if the grade meets the required level by 12 noon (BST) on 31 August in the current application year. Thereafter the University will guarantee a deferred entry place where a place in the current year is not possible.
- 2.3 For applicants to the MBBCh programmes a separate Extenuating Circumstances apply (see School-level policy).

### 3. Externally administered admissions test

- 3.1 You should check directly with the external body responsible for administering the test with regard to their extenuating circumstances/special consideration policy.
- 3.2 Applicants who are not able to take the test due to illness or other personal circumstances must reschedule their test for a later date where possible.
- 3.3 Where you are not able to sit an externally administered test due to significant unforeseen medical or personal issues and where you are unable to schedule a new date, please contact the admissions office immediately at [admissions@cardiff.ac.uk](mailto:admissions@cardiff.ac.uk) (quoting your full name, programme of study and UCAS personal I.D. or Cardiff University reference number). In your email you will need to provide full information of the extenuating circumstances along with appropriate evidence (which can be verified) and evidence that the test could not be rescheduled.

### 4. Attendance or performance at admissions interview

- 4.1 Applicants who are not able to attend an interview due to illness or other personal circumstances must reschedule their interview for a later date. Please contact [admissions@cardiff.ac.uk](mailto:admissions@cardiff.ac.uk) for further advice.
- 4.2 Where an interview is compulsory for entry (for example health and medical related programmes) applicants who cannot reschedule will be made unsuccessful but will be given equal consideration for entry in the next cycle.
- 4.3 Where extenuating circumstances occur at or during an interview, you should inform a member of Cardiff University staff immediately. Where circumstances prevent you from doing so, you should contact the admissions office immediately at [admissions@cardiff.ac.uk](mailto:admissions@cardiff.ac.uk) (quoting your full name, programme of study and UCAS personal ID or Cardiff University application number) providing full information along with medical or appropriate evidence which can be verified.

## **5 Re-sits and re-takes**

- 5.1 Where extenuating circumstances have impacted on previous performance information should be provided in your application or directly to the University at [admissions@cardiff.ac.uk](mailto:admissions@cardiff.ac.uk) (quoting your full name, programme of study and UCAS personal ID or Cardiff University application number) providing full information along with medical or appropriate evidence which can be verified. Where appropriate the University will consider a re-take in line with applicants sitting the qualification for the first time (please note, that a qualification will only be considered on this basis once and further re-takes will not be considered).

## **6. Formal appeals on the grounds of extenuating circumstances**

- 6.1 Where an applicant wishes to pursue a formal appeal on the grounds of extenuating circumstances, the appeal must be investigated under the Complaints and Appeals procedure: [www.cardiff.ac.uk/public-information/students-applicants/admissions-policies/complaints-and-appeals](http://www.cardiff.ac.uk/public-information/students-applicants/admissions-policies/complaints-and-appeals)

## **7. Further Resources: Awarding Body's Regulations**

- 7.1 Further information about the UK Awarding Bodies' definitions and procedures for 'special consideration' are available as follows:

### **England and Wales and Northern Ireland**

Statutory Body: Joint Council for Qualifications

Awarding Body: AQA, CIE, OCR, WJEC, Edexcel

For further information: [www.jcq.org.uk/exams-office/post-results-services](http://www.jcq.org.uk/exams-office/post-results-services)

### **Scotland**

Statutory Body: Scottish Qualifications Authority (SQA) Awarding Body: Scottish Qualifications Authority (SQA)

For further information: [www.sqa.org.uk/sqa/70972](http://www.sqa.org.uk/sqa/70972)

**8. Contact details**

8.1 Further information about this policy is available from:

Admissions Support Team

Cardiff University

McKenzie House

30-36 Newport Road

Cardiff

CF24 0DE

[admissions-advice@cardiff.ac.uk](mailto:admissions-advice@cardiff.ac.uk)

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