Guidance for making up outstanding placement hours (in excess of 30 hours) for midwifery students

Exceptional Circumstances affecting assessment

Student contacts Link Lecturer to discuss exceptional circumstances resulting in deficit in placement hours

Student submits claim for exceptional circumstances with supporting evidence within required timescales*
(* at least 2 days before deadline / within 7 days of submission date)

Exceptional Circumstances Affecting Assessment (ECA) Policy
https://www.york.ac.uk/healthsciences/student-intranet/teaching/mitcircs/

Link Lecturer emails dohs-ex-circs@york.ac.uk to confirm aware of exceptional circumstances affecting student

Student’s claim is reviewed by Exceptional Circumstances Committee

- Claim Rejected
  - Fail recorded

- Claim Accepted
  - Possible outcomes include
  1. New opportunity to submit as 1st attempt
  2. Extension to submission deadline

If (2) ‘Extension to submission deadline’ is used relating to achievement of any outstanding hours, the following guidance may normally be used for action planning

Guidelines for action plan **:

a) Student’s mentor on current placement signs off any outstanding hours completed

b) To enable completion of any outstanding hours:
   - up to 30 hours = 4 weeks within practice
   - up to 45 hours = 6 weeks within practice
   - up to 60 hours = 8 weeks within practice
   - up to 75 hours = 10 weeks within practice
   - up to 90 hours = 12 weeks within practice

   Leave of absence to be discussed for 100 or more hours

   Making up hours should not be undertaken during annual leave

c) Adjustments to the guidelines identified in (b) may be made for students with a support plan relating to declared disability or medical recommendation in consultation with the Programme Lead & Chair of Fitness to Practice and / or Chair of Disability Committee

d) Adjustments to the guidelines identified in (b) may be made for students with multiple assessments requiring submission due to exceptional circumstances in consultation with Programme Lead

Link Lecturer to inform Assessment Office and E-Portfolio team of new submission date, monitor student’s action plan and confirm completion and achievement of outcomes and / or hours to Assessments Office and E-Portfolio team.

** Aligns to Student Handbook recommendations for making-up practice hours: Additional 1 hour per shift (=5 hours) or extra shift / per week (=7.5 hours). Maximum 48 hours / week