**Exceptional circumstances affecting assessment**

**Guidance for making-up outstanding placement outcomes and/or hours**

- **Student** contacts Personal Supervisor to discuss exceptional circumstances resulting in deficit in placement outcomes and/or 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/staff/supporting-students/issues/academic/taught/mitigation/](https://www.york.ac.uk/staff/supporting-students/issues/academic/taught/mitigation/)

- **Personal Supervisor** emails Chair of Exceptional Circumstances Committee to confirm awareness 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 practice outcomes and/or hours, the following guidance may normally be used for action planning:

**Guidelines for action plan** **:**

- (a) Student’s mentor on placement related to submission of exceptional circumstances signs off any hours undertaken and outcomes achieved on the placement.

- (b) To enable completion of any outstanding outcomes only:
  4 weeks to complete outcomes on next placement

- (c) To enable completion of any outstanding hours & outcomes OR completion of any outstanding hours only:
  4 weeks = up to 30 hours/outcomes
  6 weeks = up to 45 hours/outcomes
  8 weeks = up to 60 hours/outcomes
  10 weeks = up to 75 hours/outcomes
  12 weeks = up to 90 hours/outcomes
  Leave of absence to be discussed for 100 or more hours

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

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

- **Personal Supervisor** to inform assessment office and e-portfolio team of new submission date, monitor student’s action plan and confirm completion & achievement of outcomes and/or hours to assessments office & e-portfolio team.

**If further extension required** due to exceptional circumstances:

- Student submits claim to Exceptional Circumstances Committee with evidence and support from Personal Supervisor.

--**Aligns to Student Handbook recommendations for making-up practice hours:**

- Additional 1 hour per shift (=3 hours) or extra shift/per week (=7.5 hours). Maximum 48 hours/week.