

Procedure for disregarding assessments in the event of a student pausing their studies with a valid special consideration case.

1. Introduction

This guidance outlines the procedure to follow in the event of an overlap between the Pause-in-Study and Special Consideration processes.

Most Pause-in-Study students return to their studies at the same point in the academic year that their pause commenced, one year on. However, prior to a student's pause commencing, the events that necessitated this break could have influenced their assessment performance. This can lead to students requesting that some assessments be disregarded and that they be allowed to restart the semester / academic year at an earlier point. The procedure for considering Special Consideration cases in conjunction with a Pause in Study return date aligns with our current regulations and upholds the standards of our academic awards.

2. Regulatory Principles

The following principles are enshrined in our regulations and form the basis for the "Disregarding assessments in the event of a Pause-In-Study" procedure.

- i) The Special Consideration Regulations are the only regulations which allow the disregarding of assessments.
- ii) Special Consideration recommendations are made by the Special Consideration Board, via the Special Consideration Assessors, but must be ratified by the Board of Examiners.

3. Procedure for Disregarding Assessments

- a) A student states that their assessments prior to the start of a pause-in-study were affected by circumstances beyond their control. They

request that their return to study date is amended to a time prior to those assessments and that their assessment marks are disregarded.

- b) Taught Programme Administration teams will arrange for the case to be reviewed by the Special Consideration Assessor(s), who consider the request to decide if circumstances, supporting evidence and timeframes meet the criteria in the Regulations Governing Special Consideration.
- c) The Special Consideration Assessor will make a recommendation on behalf of the Special Considerations Board to disregard the assessments, if appropriate.
- d) Taught Programme Administration teams will arrange for the recommendation to be submitted to a minimum of 3 members of the Board of Examiners. This must include the Chair of the Board and the Examinations Officer and should then include a third member who represents the programme team, such as the Programme or Part Lead. The recommendation must not include the student's name, as Boards of Examiners are anonymous, or details of the personal circumstances leading to their request for special consideration.
- e) The 3 members of the Board will confirm via email to Taught Programme Administration whether they are willing to approve the recommendation by the Special Consideration Assessor.
- f) Taught Programme Administration will ensure this is recorded as a Special Consideration decision in Banner and reported at the next full Board of Examiners.

Please note: There is an exemption to this requirement for Faculty of Medicine, due to GMC requirements. Cases of this nature must be considered by the Senior Tutor, acting as an SCA, and the Student Progress Committee.

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