

London Pathway College

Extenuating Circumstances Guidance

Academic Year: 2025/2026

LPC Extenuating Circumstances Guidance

1. Introduction

This Extenuating Circumstances Guidance sets out the process to follow for LPC students studying the Foundation and Pre Masters programmes.

LPC students studying on the Integrated Year One programmes please follow the guidance outlined [here](#).

The purpose of this guidance is to support you as an LPC student when you can't complete an assessment due to personal difficulties.

If personal difficulties mean you can't attend, complete or submit an assessment, you may be able to get an extension to your deadline.

2. What are extenuating circumstances

Extenuating circumstances (ECs) are short-term circumstances that impact your ability to complete your assessment by the submission deadline (including 48-hour extensions).

You may need to supply evidence for the issue affecting you, such as a medical certificate or confirmation from a professional who is supporting you.

3. What does and doesn't as an extenuating circumstance?

Extenuating circumstances can be used when you would otherwise be able to complete an assessment but would like an extension to account for issues that couldn't have been anticipated.

The following are recognised as Extenuating Circumstances:

Serious illness or injury (less than seven days)

What's Covered:

- Physical or mental health issue that significantly impair academic performance and focus
- Must be sudden or acute, not long-term unless newly diagnosed or deteriorated
- Unplanned or planned hospitalisation

Bereavement

What's Covered, for example

- Death of a close family member or someone with a significant personal relationship

A Traumatic Event

What's Covered, for example:

- Victim of crime, serious incident, domestic abuse
- Physical or sexual assault
- Witnessing a violent act or involved in a major incident
- Accident or emergencies (e.g. car crash on the day of assessment)

Religious observance for Time Specific Events

What's Covered, for example:

- Usually happens over a restricted time period, such as Eid ul Fitr, Shavuot, Vaisakhi and Shivaratri
- Mandatory fasting that has an unexpected impact on your health
- Travel restrictions due to mandatory observance

Extended physical or mental illness or injury (more than 5 working days)

What's covered, for example:

- Physical or mental health issue that significantly impair academic performance and focus
- Newly diagnosed or deteriorated medical condition
- Unplanned or planned hospitalisation
- Mental health deterioration
- Deterioration of existing medical matter

Unavoidable Household or financial problems

What's covered, for example:

- Unavoidable medical emergency for a pet, where the animal requires immediate veterinary attention
- Unexpected emergencies in the home such as burst water pipes, gas leakages, fire, or flood which require immediate attention
- Unavoidable official evacuation orders from your home
- A burglary which requires immediate attention to engage with the police, and secure your home

Absence arising from maternity, paternity, shared or adoption appointments

What's covered, for example:

- Appointments that cannot be rescheduled relating to pregnancy
- Appointments that cannot be rescheduled relating to adoption

Court Attendance

What's covered, for example:

- Jury Service (where deferral has been declined)
- Attendance at Court or a Tribunal as a witness
- Defendant or plaintiff required to attend Court

Unforeseen Major Transport Difficulties

What's covered, for example:

- Rail strikes/cancellation of service at short notice
- Road traffic accidents impacting major routes to the assessment location
- Personal transport breakdowns enroute to assessment

There are some situations that are not seen as Extenuating Circumstances. Examples can be found below:

Serious illness or injury (less than seven days)

What's Not Covered, for example:

- Long-standing conditions without recent worsening
- Minor ailments, such as colds or mild flu
- A condition which has not affected performance or focus

- Assessment-related stress which is not diagnosed as an illness
- An illness occurring after an examination/in-class test or the deadline for submission of coursework

Bereavement

What's Not Covered, for example

- Bereavements that occurred well before assessment date
- A pet that was not a significant emotional support or the impact was short-lived

A Traumatic Event

What's Not Covered, for example:

- Unreported minor thefts (e.g. stolen phone, laptop etc)
- Minor incidents not supported by policy or medical documentation
- Minor domestic mishaps or relationship quarrels/issues

Pre-Booked Holidays Prior to Commencing University

What's Not Covered, for example:

- Any travel booked after first registration, even if long-planned
- Voluntary travel that overlaps with exams or submission dates
- Attendance at family or other celebrations including marriages

Religious observance for Time Specific Events

What's Not Covered, for example:

- General religious preference with no clear conflict
- Optional events that do not interfere with academic obligations
- Religious observance which spans a significant period of time and where day-to-day activities are expected to continue as normal

Extended physical or mental illness or injury (more than 5 working days)

What's Not Covered, for example:

- Long-standing conditions without recent worsening
- Minor ailments, such as colds or mild flu
- A condition which has not affected performance or focus

Unavoidable Household or financial problems

What's Not Covered, for example:

- General maintenance appointments for gas boilers, blocked sinks, broadband, wifi etc
- Planned gas/electric/water metre readings
- Planned building/decorating work
- Planned landlord visits
- Delivery of large household items such as fridges, washing machines, sofas etc
- Planned veterinary appointments
- House moves
- Renovations
- Requirement to work
- Unpaid tuition fees

Missed transportation due to insufficient planning

- Known transport issue that could have been planned for in advance

4. How to apply for extenuating circumstances

Email student@lpc.port.ac.uk for the Extenuating Circumstances application form.

5. Guidance on how to complete the form

Add key information about the affected module and assessment

Have details to hand ready to include - the module affected and the item number, plus the original due date for the assessment. Select the correct module and assessment item and input the submission deadline or exam date. Without this information the Extenuating Circumstances Officers will be unable to consider your application.

Submit your personal statement

You will need to submit a personal statement about the circumstances. Please ensure that your supporting statement is clear, including dates affected and the impact on the assessment. You are not required to give graphic details of your situation.

Include the relevant evidence for your application

Extenuating Circumstances will require evidence. The following identifies which criteria requires evidence and examples of what could be submitted.

Criteria	Type of Evidence
Serious illness or injury (less than seven days)	No evidence is required
Bereavement	No evidence is required
A Traumatic Event	<p>We understand how difficult the situation will be; however, we hope that you have been able to speak with a professional such as a police officer who can provide you with a police incident report and a crime reference number, or a doctor or counsellor who can provide you with a supporting statement regarding the event.</p> <p>You may find it easier instead to discuss your situation with a member of the LPC support team email us at student@lpc.port.ac.uk they may be able to provide a brief statement to support your Extenuating Circumstances application</p>
Pre-Booked Holidays Prior to Commencing LPC	Booking confirmation evidencing booking was made prior to LPC start date
Religious observance for Time Specific Events	Supportive statement from relevant faith leader
Extended physical or mental illness or injury (more than 5 working days)	<p>Official documentation that could include doctor's sick/fit note, scanned copy of prescription (detailing date prescribed), discharge letter from hospital.</p> <p>For deterioration of an existing medical matter, evidence of chronic physical or mental condition or disability required for first occurrence.</p>
Unavoidable Household problems	Email or scanned letter from your landlord/letting agency confirming what has happened, or appointments from water companies, plumbers, boiler services,

	energy companies, announcements from environmental agencies, emergency services (e.g. fire) etc. Evidence that you have had to engage with a professional service such as a veterinary practice, solicitors, insurance companies or police crime scene officers
Unforeseen Major Transport Difficulties	Corroborative evidence from a relevant and appropriate source e.g. rail companies, airlines or media news coverage about the transport situation. If your car broke down - evidence of contact with a road service company or garage.

Evidence should be recent, cover the period affected by the claim, and clearly demonstrate the circumstances. Any applications that have been rejected for missing or inappropriate evidence can be resubmitted with the correct evidence.

Please note that we do not require any photographic evidence of illness or injury.

If your supporting evidence is in a language other than English, please ensure you provide a translated copy.

6. Wait for your decision

You'll receive an email confirming receipt of your application. Allow up to 10 working days from the date you submit your application and evidence for a decision. This may mean that you find out about your Extenuating Circumstances decision after the assessment date. We work on applications as quickly as possible, and there is no need to email chasing your application during the 10 working days after it is submitted.

What happens next when my application is found valid?

With a valid EC, the coursework submitted after the original hand-in date and within the 10 working day deadline for late work, will receive full marks and no late penalty.

If you cannot submit your work within the 10 day extended deadline, you may have the chance to take an exam or submit deferred work in the resit period (there is no need to request this).

The relevant LPC or University assessment/exam boards will be made aware of your application and consider this in making decisions about your assessment outcome, including any further attempt at assessment.

If you are unable to take an exam you will be given another opportunity (deferred assessment) and you will receive the full mark. Deferred exams will usually take place during the formal Referral/Deferral Period for your course.

7. When will I hear back?

Please allow up to 10 working days from the date you submit your application and evidence for a decision. This may mean that you find out about your Extenuating Circumstances decision after the assessment date. We work on claims as quickly as possible, and there is no need to email chasing your claim during the 10 working days after it is submitted.

8. Help with your extenuating circumstances application

Don't wait till the last minute - if you're not well, contact your personal tutor or the Students' Union Advice Service as soon as possible for advice and guidance.

Read the criteria and evidence required carefully - by making sure you submit the right evidence and your claim is on good grounds, you're likely to get a quick and successful response.

Get help with your application at student@lpc.port.ac.uk

LPC are here to support you please contact us at student@lpc.port.ac.uk for any assistance including:

- Health and Wellbeing
- Student finance
- Accommodation advice

For further guidance visit our website [here](#).

9. Review

LPC will review this guidance annually as a minimum in-line with any regulatory or University of Portsmouth requirements.