**Sample Extenuating Circumstances Policy for   
Make-Up Post-assessments and Sessions**

**[Insert Grantee Logo]**

**What are Extenuating circumstances (EC)?**

Extenuating circumstances (EC) are circumstances that are unavoidable, unexpected and beyond a participant’s control. It may have a direct, substantial, and negative impact on the ability to undertake or complete an exam or attend a scheduled instruction session. Extenuating circumstances are usually health-related or serious personal or family situations such as a serious illness or the death of a close relative.

**What may be accepted as EC?**

The basic principle of EC is ‘beyond the control of participant’. Reasons such as minor illness, family event, travel plan, employment responsibility, or transportation difficulty will not normally be accepted.

Some examples that may be accepted:

* Acute illness or injury on the day of or during the examination, including COVID-19
* The death or serious illness of a close family member or dependent
* Suddenly worsening of a long- term health condition
* Extended illness or injury that lasts for more than five days that is serious enough to stop you from studying, writing, or revising
* Serious personal injury
* Being the victim of a serious crime
* Unavoidable and/or unforeseen transport difficulties (e.g., through natural disaster)
* Court attendance/Jury service
* Jury service where deferral has been refused by the court

Examples that are unlikely to be accepted:

* Any reasons submitted without supporting evidence
* Mistaking the date/time/location of the examination
* Routine employment commitments
* Transport difficulties, foreseeable or planned travel disruption

Expected due date (candidates who are pregnant can seek special arrangements by submitting a request to the instructor)

*Repurposed from Royal College of Obstetricians & Gynecologists. (2022). Exams Extenuating Circumstances Policy. https://www.rcog.org.uk/en/careers-training/mrcog-exams/exams-extenuating-circumstances-policy/*