



Professional Embroidery Tutor Programme Extenuating Circumstances Policy

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This policy reflects legislation and official guidance at the time it was last reviewed. Any changes in legislation will take precedence over anything printed in this policy.

Professional Embroidery Tutor Programme Extenuating Circumstances Policy

At The Royal School of Needlework, we understand that students may encounter unexpected and challenging circumstances that could impact their ability to perform in assessments. In such situations, we are committed to providing support and flexibility to ensure that all students have an opportunity to demonstrate their learning. Our extenuating circumstances policy outlines the procedures for requesting accommodations in the event of unforeseen challenges.

Definition of Extenuating Circumstances: Extenuating circumstances refer to significant and unforeseen events or situations that may affect a student's ability to participate in or complete assessments. These circumstances may include, but are not limited to:

- Serious illness or injury affecting the student.
- Bereavement or significant loss within the student's family or support network.
- Unforeseen circumstances beyond the student's control, such as accidents or emergencies.

Procedures for Requesting Accommodations: Students facing extenuating circumstances are encouraged to contact the course leader or designated administrative staff as soon as possible to discuss their situation and explore possible accommodations. The following steps outline the process for requesting accommodations:

1. **Notification:** Students should notify the course leader or administrative staff in writing by email as soon as they become aware of the extenuating circumstances affecting their ability to participate in or complete assessments.
2. **Documentation:** Students may be required to provide documentation supporting their claim of extenuating circumstances. This documentation may include medical certificates, death certificates, or other relevant evidence.
3. **Review Process:** The course leader or designated staff will review the student's request and supporting documentation to determine the appropriate accommodations. This review will be conducted with sensitivity and confidentiality.
4. **Accommodations:** Depending on the nature of the extenuating circumstances, accommodations may include, but are not limited to:
 - Extension of assessment deadlines.
 - Alternative assessment arrangements.

- Deferred assessment opportunities.

5. **Communication:** The course leader or designated staff will communicate the outcome of the review process to the student in a timely manner. If accommodations are granted, the terms and conditions of these accommodations will be clearly outlined.

Confidentiality: All information provided by the student regarding extenuating circumstances will be treated with the utmost confidentiality and will only be shared with individuals involved in the review and accommodation process on a need-to-know basis.

Appeals Process: If a student is dissatisfied with the outcome of their request for accommodations, they may submit an appeal within 10 working days of receiving the decision. The appeal should be addressed to the Director of Education and should include a written statement outlining the reasons for the appeal and any additional supporting documentation. The appeal will be reviewed by the Director of Education or an appeals panel appointed by The Director of Education and the decision of the appeal will be final.

Conclusion: At The Royal School of Needlework, we are committed to supporting our students through challenging times and ensuring that they have the opportunity to demonstrate their learning to the best of their abilities. Our extenuating circumstances policy is designed to provide a framework for addressing unforeseen challenges with compassion, flexibility, and fairness.