

Extraordinary Extenuating Circumstances Regulations for the academic year 2020-21

In response to the continuing coronavirus pandemic and the need to make new decisions around changes to teaching, Senate continues to delegate authority to make such changes to the Education Contingency Group (ECG). In June 2020, Senate noted the ECG-approved emergency and extraordinary regulations for the remainder of the 2019/20 academic year; given the continued challenges with regards to the pandemic faced by the higher education sector, ECG have revisited, reconsidered, and revised the extraordinary regulations for the academic year 2020-21 to ensure that a practical yet, fair and consistent approach to assessment is provided to students.

1. LSHTM has agreed that students can self-certify that they have Extenuating Circumstances for extensions of up to 7 calendar days for assessments.

Current Regulation	Extraordinary Regulation
7.4.3.19 The following is a non-exhaustive list of extenuating circumstances that are likely to be accepted along with acceptable forms of evidence required. See list A1- A12 on pages 48 to 49 of Academic Manual Chapter 7: General Academic Regulations	1.1 The evidence requirements in the LSHTM Academic Manual Chapter 7, regulation 7.4.3.19, are adjusted so that students will be able to submit a self-certified claim for valid Extenuating Circumstance for an extension of up to 7 calendar days for an assessment, with students still providing evidence where they can. This excludes students taking in-module or summer examinations.
N/A	1.2 Students who require an extension of more than 7 calendar days or a deferral of a module assessment, project or examination will be required to provide the appropriate independent evidence.

7.4.3.19 The following is a non-exhaustive list of extenuating circumstances that are likely to be accepted along with acceptable forms of evidence required. See list A1- A12 on pages 48 to 50 of [Academic Manual Chapter 7: General Academic Regulations](#)

7.4.3.20 The following is a non-exhaustive list of extenuating circumstances that are likely to be rejected. See list B1- B6 on pages 50 to 51 of [Academic Manual Chapter 7: General Academic Regulations](#)

1.3 In reference to regulations 7.4.3.19 and 7.4.3.20, acceptable Extenuating Circumstance claims will also include:

- a. IT issues impacting learning and assessment will be considered on a case by case basis. Internet/Wi-Fi access problems will be considered an EC.

2. **LSHTM has agreed to adopt a “fit to sit” policy, which means that by attempting an examination – e.g. by entering the exam room or downloading the exam paper online – the student is declaring themselves fit to take that examination. If a student decides they are not fit to take the examination, a request for a deferral should be submitted via the extenuating circumstances procedure, along with appropriate documentation.**

Current Regulation	Extraordinary Regulation
N/A	2.1 If a student feels that due to the nature of their circumstances, they were unable to determine whether they were fit to be assessed when deciding to submit or present for an examination; then an extenuating circumstances claim may be submitted where this can be supported by independent documentary evidence.

N/A	2.2 Such claims must demonstrate that not only was the student unfit to undertake the assessment, but also that the student was unfit to appreciate that fact at the time.
N/A	2.3 LSHTM will not uphold an extenuating circumstance claim of this nature without independent documentary evidence.

Extraordinary Assessment Regulations for academic year 2020-21

3. **LSHTM summer examinations will be called online timed assessments, the same as for DL examinations. Students across intensive masters' programmes will have 24 hours to download and complete the assessment on the examination date. DL students will have 24 hours from when they access the assessment on the examination date to submit their assessment.**

Current Regulation	Extraordinary Regulation
N/A	3.1 The Summer Exams, described in the Academic Manual Chapter 2 (regulation 2.5.1.6) and, Chapter 8a (8a.6.22) and 8b (regulation 8b.4.24) will now be online timed assessments. Students will be provided with guidelines on how to complete the online timed assessments.

	<p>3.1.1 Students on Intensive Masters programmes who are taking Paper 1 & Paper 2, including the joint programme with King’s College London, RVC and LSE will be given 24 hours to download and complete each exam paper on the examination date.</p> <p>3.1.2 Students undertaking the Medical Statistics examination will be given a timed period within the 24 hours.</p> <p>3.1.3 Students on Distance Learning Programmes will be given a one week (7 calendar days) examination period to download the paper, and then 24 hours to complete and submit that examination paper from the point of download.</p> <p>3.1.4 In all cases, the exam papers have been designed to be completed within the timeframe indicated in the module specification (DL) or programme handbook (Intensive).</p>
N/A	<p>3.2 A new regulation will continue to apply to the Academic Integrity (Assessment Irregularity) policy within Academic Manual Chapter 7: General Academic Regulations, whereby all examination scripts will be subject to scrutiny for plagiarism using Turnitin software. All scripts with evidence of an assessment irregularity will be subject to further review as outlined in the Assessment Irregularity procedure in Academic Manual Chapter 7: General Academic Regulations.</p>

8a.11.8.6 and 8b.9.9.6 For Assessments that exceed the maximum word count the following penalties will be approved by the Taught Programme Directors (TPDs).

- Assessment > 2% and up to and including 10% over length will be graded using the full GP criteria, and 1 grade point will be deducted; for a standard 2000-word essay this will be a maximum of 200 words.
- Assessment > 10% over length will not be marked and be given an automatic zero; the Board of Examiners will consider this a failed attempt at assessment and a resit opportunity will be granted where applicable.

[Academic Manual Chapter 8a: Intensive Postgraduate Taught Degree Academic Regulations](#) page 45.

3.3 Word count limits will be set for examination questions. However, the word count sanctions as described in regulation 8a.11.8.6 and 8b.9.9.6 will not apply to examinations. Instead, markers will grade only the portion of the answer that falls within the word limit.