

## **OLL Special Circumstances Committee**

1. The purpose of the Special Circumstances Committee (SCC) is to advise the Final Assessment Board (hereafter, Board) on matters that arise relating to unforeseen, non-academic special or mitigating circumstances, that may apply to students in being assessed and that may have had an effect on the performance of the students. It provides a means whereby individual cases can be discussed in a manner which does not detract from the anonymity which is proper to the discussion of the Final Assessment Board.
2. The SCC is intended to expedite the work of the Board, to promote consistency, and to allow maximum confidentiality to be retained in difficult and sensitive cases. The Board remains, however, the ultimate judge of the relevance and importance of the special circumstances reported to it. It is at liberty to reject or vary any recommended changes in the overall end of course mark proposed by the SCC, or to ask the SCC for further detail if necessary.
3. The SCC is concerned to determine the gravity and nature of the disadvantage suffered by a student. The run of marks obtained by the student may help the SCC to determine whether there is evidence of a disadvantage resulting from the special circumstances, but it is for the Board itself to decide whether the marks are such that discretion may properly be applied, and any recommendations of the SCC implemented.
4. The membership of the SCC consists of the OLL CPE Co-ordinators and OLL Course Organisers.

### **Notification of special circumstances by the student**

5. It is a student's responsibility to report any special circumstances, including all relevant documentary evidence. Medical, non-medical or compassionate special circumstances, affecting any formal assessed work relating to courses studied in 2007-08, must be notified in writing to Graham Venters, CPE Co-ordinator, by the student as early as possible and no later than 22 July 2008. Any letter, note or email giving such notification must be clearly dated.

### **Procedure to be followed by the OLL Special Circumstances Committee**

6. The SCC will meet before the Final Assessment Board and consider all the medical, non-medical and compassionate evidence.
7. The SCC should assess the gravity and nature of the disadvantage which the student may have suffered.
8. The SCC (and Final Assessment Board) will need to consider other substantial evidence of attainment in order for a mark to be considered for change: e.g. please note that in order for a change of mark to be considered for a seen

assessment, substantial evidence of attainment in a similar course or courses would be needed.

9. The SCC will then recommend to the Board an appropriate response to the situation. The report of the SCC should normally include the following:
  - The student's course
  - A list of documentation received and considered by the SCC
  - A statement of the period when the student was affected by the special circumstances
  - The recommendation of the SCC, which may be expressed as a recommended change in the end of course mark
  
10. It should be noted that, as with all the University's recorded information, OLL SCC reports are subject to Freedom of Information requests unless information contained in them falls within one of the specified, and narrowly defined, exemption categories.

#### **Procedure at the Final Assessment Board**

11. The Final Assessment Board must agree marks as final in the year in which they are obtained. At the meeting of the Board, the reports from the SCC on individual students should only be introduced after the final mark for the relevant course based on the assessment evidence before the Board is complete. The Board will then consider the reports from the SCC, and determine whether or not to accept the recommended change to the overall course mark.
  
12. Normally, marks are not changed by more than 10% on any one assessment.

#### **Convenors action after the Final Assessment Board**

13. Exceptionally, the convenor may take convenors' action to consider adverse circumstances that were for good reason not made known to the SCC.