



POINT BLANK

MUSIC SCHOOL

PROCEDURE 018

REQUESTS FOR ADDITIONAL CONSIDERATION

DOCUMENT CONTROL BOX

People in scope:					
All students	HE Students	Professional Students	All staff and students	Staff only	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sites in scope:			Publication:		
All	London	Online	Internal	Public	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Version:	1.0	Date Approved / Committee:	13.08.24 / Quality and Standards Committee	Date of next review:	August 2025

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Document Revision History

Version Log

Committee / Approval Date	Author	Version	Publication Date	Page Reference & Summary
Quality and Standards Committee/ 13.08.24	Registrar	1.0	October 2024	Procedure renamed, previously Extenuating Circumstances Procedure.

Related Documentation

Document Reference No. (Policy version / Supporting doc. #)	Document Type	Link or Dept. Owner	Document Title

1. PURPOSE

- 1.1 The purpose of this procedure is to detail the steps to be taken in order for Point Blank to make additional considerations where students have been adversely affected by extenuating circumstances.
- 1.2 This procedure aims to provide transparency around the ways in which Point Blank will uphold the principles outlined in the Requests for Additional Consideration policy.

2. PROCEDURE DETAILS

- 2.1 In every circumstance, students are advised to speak with the Student Experience or Academic Engagement teams to discuss their issues and understand the options available to them. This will also give them the opportunity to understand any implications (e.g. deferral of assessment meaning that the student's intended end date may also change).

Making a request

- 2.2 Students wishing to request additional consideration must do so by the assessment deadline, or the date on which the live assessment (or exam) is scheduled.
- 2.3 Students can access the form from the Student Dashboard, or they may request it from a member of the Student Experience, Academic Engagement, or Assessments teams.
- 2.4 The form will prompt students to provide the requisite information and students may contact the Assessments team at assessments@pointblankmsucischool.com if they have any queries throughout the application process.
- 2.5 Students must indicate all relevant modules that have been impacted by the extenuating circumstances.
- 2.6 Students should upload their supporting documentation when prompted to do so by the form, or otherwise indicate that they are self-certifying.

Consideration by the Panel

- 2.7 Upon receipt of the request, the Extenuating Circumstances Panel will meet to consider the following:
 - i. Are the circumstances considered to be valid grounds for extenuating circumstances?
 - ii. Has the student supplied sufficient and appropriate supporting documentation, or have they indicated that they are self-certifying?
 - iii. If self-certifying, do the circumstances present grounds for ECs and did the circumstances occur within the approved timeframe for self-certification?
 - iv. Should the student be referred to other support mechanisms (such as reasonable adjustments)?
- 2.8 The Panel then makes the decision to uphold or not uphold the request and will outline this decision, along with any other relevant information in an outcome letter.
- 2.9 Students can normally expect outcomes to be received within 14 calendar days of making the request.
- 2.10 It may not always be appropriate for the Panel to make academic decisions relating to resubmissions or other further attempts, or other academic matters. In these

cases, the Panel will decide whether the student has valid grounds and then inform the Assessment Board of where additional consideration must be made.

- 2.11 The Assessment Board will make additional considerations where the EC Panel has informed them of upheld cases and from there make academic decisions. At any point in the student's journey, the Assessment Board may make additional considerations where requests have previously been upheld.
- 2.12 Students wishing to appeal a Panel outcome may, on the grounds outlined in item 2.27 of the Requests for Additional Consideration Policy only, may do so by writing to the Assessment Team at assessments@pointblankmusicschool.com.
- 2.13 Where the appeal claims there to have been an error in the way in which the case was handled, an independent staff member will review the process and ensure that the published procedures were followed. This will not necessarily result in a second review of the case.
- 2.14 The reviewer will confirm their findings with the student and either:
- i. Instruct the Panel to review their decision, and support them in doing so;
 - or
 - ii. Inform the student that the procedure was followed appropriately and their case is closed. There is no further right to appeal.
- 2.15 Where the appeal presents further information or supporting documentation relating to the circumstances, the Panel will first consider whether it is reasonable that this information was not able to be provided earlier in the process. If it is agreed that it is reasonable, they will review the case again in light of the new information and reconsider their decision. Students are advised that the outcome may remain the same, in which case the Panel will explain why.
- 2.16 Where it is deemed not reasonable for the information to have been disclosed so late in the process, the student will be informed, and the original decision will stand. There is no further right to appeal.

Other decisions

- 2.17 Students who have requested additional consideration via the EC form for the same circumstances on more than one occasion may be referred to the Student Experience Team or Disability Support Coordinator for consideration under more suitable procedures.
- 2.18 Students whose extenuating circumstances give rise to other concerns will be referred by the Panel to other support areas.

3. POLICY SCOPE

- 3.1 This procedure applies to all students on programmes validated by Middlesex University at Point Blank London and Online.
- 3.2 This procedure does not apply to students on Point Blank Short Courses (formerly known as professional courses).

4. PROCEDURE OWNER

This procedure is under the responsibility of the Student Engagement and Experience Committee. The responsible committee will ensure the cyclical review of this procedure is carried out in line with Point Blank's Quality Assurance Framework.

The Student Engagement and Experience Committee delegates the operational responsibility of this procedure to the following staff:

- Registrar
- Assessments Manager
- Programme and Assessment Officers
- Academic Engagement Officers
- Disability Support Coordinator

5. EXHIBITS, APPENDICES AND FORMS

- Extenuating circumstances form

6. REFERENCES AND SUPPORTING INFORMATION

6.1 Internal

- *n/a*

6.2 External

- Middlesex University Extenuating Circumstances Policy
- Middlesex University Regulations for Taught Undergraduate Programmes
- OIA Good Practice Framework: Requests for Additional Consideration