



Personal Circumstances – Extensions Approval

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Version Control

Date	Version	Author	Change from Previous Version
1 st August 2022	0.1	CD	First draft
12th September	0.2	CD	Amendment made to table clarifying when the Year Tutor is highest ranked approved

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Introduction

For the academic year 2022/23 onwards, requests for extension made within the '[Personal Circumstances Form](#)' ('My LJMU > My Services > Personal Circumstances') will generate various communications to the requestor (student) and the relevant academic staff that may have responsibility for decision making. Responses (approval/rejection) is recorded on system and communication to the student by email, to their LJMU email address.

This document will show the types of communication generated and advise who they are sent to and when, how the requests should be processed (approved or rejected) whilst also explaining how we're able to use information held on other LJMU corporate systems to provide a timely response to the requestor (should the decision maker be unavailable).

Personal Circumstance Form

The [Personal Circumstances Form](#) ('My LJMU > My Services > Personal Circumstances') is available to all active LJMU students. See below for detail on how it should be completed.

Personal Circumstances

Prior to completing this form you should read the guidance notes found [here](#) and the current Academic Framework Regulations [here](#) before submitting this form.

Students are also advised to contact their personal tutor or another appropriate academic member of staff in the first instance. Advice and guidance is available from the Student Advice and Wellbeing Team at studentwellbeing@ljmu.ac.uk

Students can also acquire independent advice on student related matters from John Moores Students' Union Advice Centre at the John Foster Building, Mount Pleasant, Liverpool L3 5UZ, telephone number 0151 231 4900 email: studentsunion@ljmu.ac.uk

In the context of Extenuating Circumstances, LJMU defines the term "Personal Circumstances" to describe serious and exceptional factors outside a student's control, which adversely affected their performance during their study and not already taken into account by an Individual Student Learning Plan (ISLP). These factors may, for example:

- Require an extension to a deadline to allow the student to submit an assessment;
- Have prevented the student from attending examinations or other timed assessments (e.g. presentation, in class test);
- Have severely impacted the ability of students to complete a timed assessment (e.g. the student was taken ill during the event and was unable to complete the assessment); and/or
- Have caused the student to miss assessment submission deadlines.

Students are advised to read the policy before submitting their application.

My Details

Full Name:

Student Number:

Contact Number:

Programme of Study:

Request Type

Once the student authenticates and access the [Personal Circumstance](#) form; Full Name, Student number and 'Programme of Study' are automatically populated.

The student then selects from the list of values, the 'Request Type' being made.

Extensions

Due to the type and timing of some forms of assessment, it may not be possible for an extension to be given. Where the nature of the assessed work is such that an extension cannot be granted, and the student does not submit or undertake the assessed work, a 'non-submission' will be recorded;

Module Assessments

5000LBSAF - Financial Accounting
Module Leader:

Please enter the module assessments you wish to request a personal circumstances for:

Assessment:	Assessment Date:	Propose New Submission Date:	
<input type="text" value="Pre-seen in-class test"/>	<input type="text" value="12/10/2022"/>	<input type="text" value="20/10/2022"/>	<input type="button" value="+"/>

Details

Have you sought advice from academic or other relevant staff? Yes No

Have you had any coursework extensions, alternative assessments or any other consideration for the modules you have listed? Yes No

Please describe your personal circumstances or details of the relevant scheduled event that will prevent you from attempting the module(s) assessment event. You must provide appropriate supporting evidence (Medical reasons must be supported with a medical certificate). Evidence must relate to the specific dates/periods of the relevant assessment event.

- The module (taken from the students enrolled modules on the Student Information System) is selected by the student.

- The assessment for which extension is sought is selected

- The assessment date (due date) is recorded by the student. (**Note** – dates in the pass cannot be entered.)

- The date the student proposes for submission is recorded in the 'Propose New Submission' field

Late Personal Circumstances Applications

Justification for late submission of application

Evidence

Please attach the relevant evidence.

Choose files Medical.pdf

Maximum combined file size: 20MB. Accepted file formats: PDF, DOCX, DOC, XLS, XLSX, CSV, JPEG, JPG, PNG

Declaration

I confirm I have read and understand the guidance notes

I declare that the information provided on this form is a true and accurate account and I agree to the University making independent checks on the information provided and will co-operate with any enquiries. I have provided relevant documentation to substantiate my application.

I would like to submit another Personal Circumstances request for another module, using these details:

Please note: You will need to re-attach any relevant evidence files on your new request.

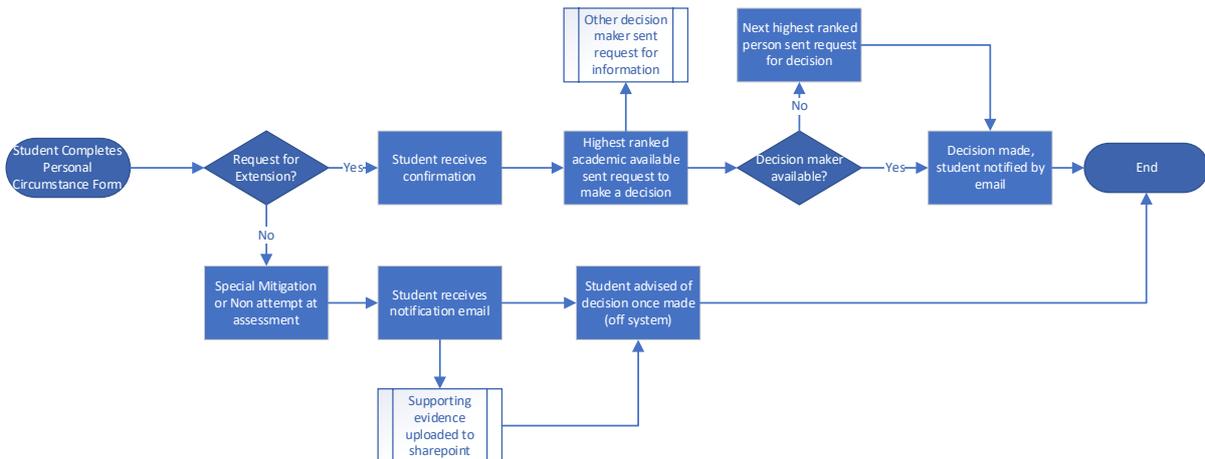
Cancel Submit

Confirmation is required that - advice was sought, guidance notes have been read and understood and the information is true and accurate.

- Medical evidence (if necessary should be attached

The student is able to submit multiple requests, for other modules using already provided details

Request and Decision Maker – Process Flow



Decision Maker – Ranking Order

The students request for extension will be forwarded to the highest ranking decision maker based on information held in the Student Information System (SIS) and Course Loop. See order below.

Rank	Role	Note
1	Year Tutor (YT)	Does your programme have a YT management structure? Click here . Only schools/programmes that have requested Year Tutors are responsible for approving/rejecting extension will be assigned the requests. Otherwise it is the next highest ranked approved
2	Module Leader (ML)	As defined in Course Loop
3	Programme Leader (PL)	As defined in Course Loop
4	Personal Tutor (PT)	If both ML and PL are unavailable to respond to the request before the submission deadline, the PT is required to make a decision
5	Assistant Academic Registrar (AAR)	If there is no YT structure and the roles ranked 2,3 & 4 are unavailable to make a decision on the request, this be forwarded to the AAR.

Communications

Confirmation of Submission – Student

When a student submits a request for extension, the details captured on the personal circumstance form are confirmed to the student's LJMU email address. See example below.


Personal Circumstances (Extensions) Request

Extensions Request Details

Programme of Study

TEst

Module Assessments

Module: 4001ENVCPH - Environmental sciences
Assessment: Exam - 2 hour unseen exam
Date: 27/02/2022
Proposed New Submission Date: 28/02/2022
Module Leader: Ivan Gee

Module: 4001ENVCPH - Environmental sciences
Assessment: Report - 2000 word report
Date: 27/02/2022
Proposed New Submission Date: 28/02/2022
Module Leader: Ivan Gee

Details

Have you sought advice from academic or other relevant staff? No

Have you had coursework extensions, alternative assessments or any other consideration for the modules listed: No

Personal Statement

Please describe your extenuating circumstances or details of the relevant scheduled event that will prevent you from attempting the module(s) assessment event. You must provide appropriate supporting evidence (Medical reasons must be supported with a medical certificate). Evidence must relate to the specific dates/periods of the relevant assessment event.

test

Extension Assignment/Decision Making

The highest ranked decision maker will be sent requests.

The screenshot shows an email header with the Liverpool John Moores University logo and the title "Personal Circumstance Requests". The main body of the email contains the following text:

A Personal Circumstance Request has been assigned to you.

To respond to this request please visit My Admin [here](#) or visit <https://myadmin.ljmu.ac.uk>

Request Details

Student: [Redacted]

Module: 4001ENVCPH - Environmental sciences

Module Assessment:

Type: Exam

Description: 2 hour unseen exam

Assessment Date: 27/02/2022

A callout box on the right side of the email contains the text: "To respond to the students request for extension, click the link to accept/reject or propose a different submission date to the one requested by the student."

Once the request is received, the highest ranked approver will receive a notification should click the link to make a decision.

After 48 hours, if a decision is not made on the student's request, it will be forwarded to the next level of sign off

****Only schools/programmes that have requested Year Tutors are responsible for approving/rejecting extension will be assigned the requests. Otherwise, it is the next highest ranked approved**

Notification of Extension Request

If the student's programme has requested a 'Year Tutor' approvals, the module leader, programme leader and personal tutor will receive a notification that an extension has been requested for information only.

When the module leader is the highest ranked, both the programme leader and personal tutor will also receive the request for information only. See example below.

The screenshot shows an email header with the Liverpool John Moores University logo and the title "Personal Circumstance Requests". The main body of the email contains the following text:

A Personal Circumstance Request has been raised for [Redacted]

Request Details

Student: [Redacted]

Module: 7458BUSME - Digital Business Innovation

Module Assessment:

Type: Report

Description: 2500 Word Report

Assessment Date: 17/02/2022

The request details can be also be viewed [here](#) or visit <https://myadmin.ljmu.ac.uk>

The detail of the request can be viewed by clicking the links as displayed in the email and as shown in the screenshot.

Extension Decision – Escalated

The next highest ranked person will be assigned the extension request to make a decision if any of the following are true.

- A decision has not been made within 48 hours
- The submission date is less than 48 hours after extension request is made
- The highest ranked person is unavailable during the first 48 hours of the extension request being received (due to annual leave). This is made possible by linking to annual leave recorded in **Staff Infobase**.



Personal Circumstance Requests

A Personal Circumstance Request has been assigned to you.

The request has been escalated to you as the original recipient is currently unavailable before the submission date or during their assignment window, or have not responded during this window.

To respond to this request please visit My Admin [here](#) or visit <https://myadmin.ljmu.ac.uk>

Request Details

Student: [Redacted]

Module: 7460BUSME - Research Strategies for Practitioners

Module Assessment:

Type: Essay
Description: 2500 Proposal
Assessment Date: 23/02/2022

Extension Request Outcome – Student



Personal Circumstance Requests

Your Personal Circumstance request has been: ACCEPTED by Christopher Hunter

The new proposed submission date was not accepted. Please see your new submission date below:

New Submission Date:
25/02/2022

Comments:
No comment(s)

Request Details

Student: [Redacted]

Module: 7469BUSME - Strategic Business Consultancy Project

Module Assessment:

Type: Report
Description: 12000 - 15000 word report
Assessment Date: 28/01/2022

Once a decision has been made, the student receives a response. This may also include a new submission date than the one requested by the student.

Special Mitigation or Non Attempt at Assessment

If a student submits a request for Special Mitigation or Non attempt at Assessment, they receive an email with confirmation of the request details. Any supporting documents or attachments uploaded as part of the submission are saved in the relevant SharePoint location.