

A photograph of two students in a classroom or meeting setting. A man on the left is wearing a grey flat cap and a red and black plaid shirt, looking thoughtfully to the side with his hand near his chin. A woman on the right has her brown hair tied up and is looking towards the left. They are seated at a desk with papers and a pen. The background is a light-colored wall with a geometric pattern of blue and white triangles.

Advice on Fit to Sit,
Extenuating Circumstances
and Academic Appeals

2017/18

Notice For Students

Please read this notice carefully as it highlights the options available for you to formally advise us if you have any issues that have been impacting/may impact your assessment performance.

Important Note: If you have an agreed Learning Profile and you believe that anything related to it has affected or will affect your assessment performance, please discuss any recommendations and support directly with module leader/School Disability Contact Officer as soon as you identify this. Full support available for students with disabilities is outlined [here](#).

Fit to Sit

We operate our assessment processes on the principle of “Fit to Sit”. This means that if you submit a piece of coursework or undertake an examination, we are assuming that you are fit enough to undertake the assessment to the best of your abilities. Once you have submitted the work we will assess your submission on the assumption that you have been able to undertake the assessment without the negative impact of any underlying issues such as ill health, personal issues or other concerns.

What do I do if I believe I am not “fit to sit” my assessment?

If the assessment is a non-exam based assessment e.g. an essay or a presentation, you may wish to consider asking for an extension under the [Extensions Policy](#).

If your circumstances are more serious or relate to a formal exam and you are not able or ready to attempt the assessment at all, you can apply to [defer the assessment](#). This normally means handing in the assessment or sitting the exam at the next available opportunity.

Important Note: The decision to defer assessment could affect whether you can carry on to the next year of your studies so you should always seek advice from your programme leader, personal development tutor and/or the Edinburgh Napier Students Association. Advice Service (ENSA Advice) before applying for a deferral.

Applications for deferral should be submitted on form [DA1](#) to your School Office (email addresses and locations can be found at the foot of this [page](#)) and must be supported by appropriate evidence. Business School students should make direct enquiries with/submissions to the Craiglockhart Campus iPoint.

You should normally apply for deferral before the hand-in or exam date but if you can't do this because of your circumstances you can submit your [DA1](#) up to five working days after the assessment date.

What if I realise later that I should have applied for a deferral but didn't?

For example, I undertook the assessment but now believe in hindsight there were circumstances which impacted me completing the assessment to the best of my abilities.

Exceptionally the University will permit applications for extenuating circumstances to be taken into account after the assessment date. This process is called [Retrospective Extenuating Circumstances](#) and permits, if your submission is deemed valid, the Board of Examiners to take your circumstances into account when deciding on your award or progression.

Applications for Retrospective Extenuating Circumstances should be submitted on form EC1 and must be accompanied by evidence supporting your rationale for not having been able to use deferral of assessment procedure at the appropriate time.

The deadlines for Retrospective Extenuating Circumstances, the applicable forms, details of the type of evidence generally accepted,

how/where to submit and full information about the Extenuating Circumstances process can be found here.

The deadlines for submission of EC1 forms are set to fall 5 working days after the last scheduled assessment date for the trimester/ assessment period concerned. This is usually the last scheduled examination of the trimester's examination diet.

Important Note: You must submit your application and all associated documentary evidence for Retrospective Extenuating Circumstances by the deadlines published. Failure to do this will mean your circumstances will not be considered. The Retrospective Extenuating Circumstances process is your final opportunity to let us know about any personal or health related issues which have impacted your performance during the most recent trimester.

Academic Appeals

The [Academic Appeals process](#) is not an appropriate mechanism to inform us of any personal or health related issues that impacted your competence to perform to the best of your abilities. Any appeals submitted which relate to this will only be considered in very exceptional circumstances and you will have to clearly explain why you have not engaged with processes such as the extensions policy, deferral of assessment and retrospective extenuating circumstances. Merely citing a lack of awareness of these procedures is not acceptable. Appeals should only be submitted where there is a dispute between you and your School which cannot be resolved locally or where you can demonstrate circumstances that prevented you from engaging with the extension, deferral and/or retrospective extenuating circumstances procedures at the requisite time.

If you are experiencing health (this includes any mental health issues) or personal problems that are impacting your studies, please tell us about them as soon as possible. The sooner we are aware of a problem, the easier it is for us to support you appropriately. If we know about something early, it lessens the chance of it having a long term impact on your studies.

It also increases the chances of us being able to do something to get you back on track with your studies. You can speak to your programme leader/personal development tutor or go directly to one of our [support services](#) if you have anything troubling you.

Important Note: Please be proactive and seek help with any problems as and when you identify them. Please do not wait until you have your assessment results before telling us about a problem.

What support is available to me and how do I access it?

The sooner you make contact/request support, the sooner we can help you. You can seek support, advice and guidance from the following sources:

- Any academic member of staff but particularly your Programme Leader, Personal Development Tutor, Year Tutor or Module Leader
- Any member of the School Support Services team but particularly your Programme Administrator
- Your School Extenuating Circumstances Officer
- The iPoints at any of our three campuses
- The Appeals, Complaints & Conduct Manager (appeals@napier.ac.uk or tel 0131 455 2396)
- The Edinburgh Napier Students Association at Merchiston Campus or [online](#)
- Any of the support found at [Wellbeing & Support on myNapier](#)