

Definition for adjustments requested by students via the PEC Form

Requested Adjustment	Definition
Extension (Self Certified up to 7 days)	An extension to an assessment (e.g. essay, practical, presentation, assessed coursework etc.) of up to 7 days. Students can self-certify a short illness if accompanied by an approved Absence Request. However, this can only be accepted for an extension request of up to 7 calendar days on two occasions per academic year.
Extension (official Medical Evidence)	An extension to an assessment (e.g. essay, practical, presentation, assessed coursework etc.) within and, in exceptional circumstances, beyond the period permitted as part of the Submission of Work Policy (14 days). Once students have exhausted Self Certification (as above) official Medical Evidence should be submitted in support of these requests.
Repeat Modules/Programme with attendance	Where a student is allowed to retake a module, semester or stage with tuition (subject to the payment of the appropriate tuition fee). The attempt will be classed as a resit and the mark capped at the passing mark. N.B. International Students will need to seek advice, on whether they have the relevant immigration permission that allows for repeat study, from the Visa Team on visa@ncl.ac.uk.
Deferral of assessment attempt to next normal occasion of assessment	Where a student is allowed to defer a formal examination or assessment attempt to the next normal occasion of assessment, usually August. In exceptional circumstances the student may be allowed to defer a formal examination or assessment attempt to a later normal occasion. The attempt will be classed as a resit and the mark capped at the passing mark, unless the student is deferring a first sit assessment.
Repeat Stage or Semester as First attempt	Where a student is allowed to repeat a stage or semester as if for the first time (subject to the payment of the appropriate tuition fee). Previous assessment attempts for the repeated stage or semester will be disregarded. N.B. International Students will need to seek advice, on whether they have the relevant immigration permission that allows for repeat study, from the Visa Team on visa@ncl.ac.uk.
Other adjustment	Another adjustment not set out in this table as approved by the PEC Committee
Be considered for Board of Examiners Discretion	Where a student, other than those starting or restarting undergraduate stage 1 programmes during the 2018/19 Academic Year, wishes to inform the Board of Examiners of the severity of their Personal Extenuating Circumstances and the impact these circumstances have had on their studies. The Board of Examiners, on the recommendation of the PEC Committee, may use their discretion in light of the circumstances at the Final Board of Examiners, of the appropriate academic year, to consider the award of the next higher class. N.B. Adjustments for Personal Extenuating Circumstances will not result in a change of marks