

## Student deferral applications

- Deferral options:
  - One deferral of a first examination for 6 months (to sit the following November)
    - Access to the student area will continue
    - Compulsory discussion activities (CDAs) must be completed within the original programme schedule and by the deadline provided on the Student Calendar
    - Applications for exam deferrals must be made at the earliest opportunity and at least 3 weeks before the examination date
  - One deferral of the programme (to re-start on the next cohort start date (May))
    - Access to the student area will be suspended
    - Any completed CDAs in the forum will be reset
    - **Programme deferrals will only be considered if submitted prior to and including month 8 (December) of the programme – please contact [Connor.Cousins@bbts.org.uk](mailto:Connor.Cousins@bbts.org.uk) directly if you require advice/assistance after this cut-off**
  - All deferring students **must**:
    - Submit an extenuating circumstances claim by completing ECAF1 form.
    - Maintain active BBTS membership status throughout their deferral period (otherwise any deferral may be rendered void).
    - Advise BBTS of any change in employer, supporting manager, role/discipline that may affect eligibility, and/or contact details
    - Complete the programme within 3 years from their original induction date

## Extenuating Circumstances Criteria

BBTS defines extenuating circumstances as ***'circumstances which are beyond the control of the candidate, which could not reasonably have been foreseen or prevented by the candidate and which would have, or did have, a significant impact on a candidate's performance in assessment'***.

The grounds on which extenuating circumstances can be claimed are normally limited to:

- a serious illness which would detrimentally affect performance :
  - on the day of the exam
    - applicable only to acute serious medical episodes/exacerbation of a previously disclosed chronic health condition, which must be corroborated with suitable evidence
    - BBTS will not accept claims of general unwellness affecting performance – candidates who open and attempt an exam paper are deemed to have judged that they are fit enough to participate – thus voiding any retrospective claims of illness affecting performance.
  - in the revision period leading to the exam
- the death of a close family member or personal friend which would detrimentally affect performance
  - normally in the period leading up to the date of the exam

- other serious circumstances, which could not have been foreseen or prevented, and which would detrimentally affect performance

Students must plan for the demands of employment, home life, study workloads and other commitments. Extenuating circumstances will **not** be granted for any of the following reasons (this list is not exhaustive)

- Study related circumstances
  - Inadequate planning, organisation or management
  - Timetabling of examinations
  - Misreading of assessment dates and times
  - Personal computer, internet or printer problems
  - Difficulty with the English language
- Personal illness or disability where reasonable adjustments are already in place
  - Specific requirements must be highlighted to the BBTS at application (if known) or as soon as diagnosed (if new)
  - A previously undisclosed disability or long-term medical condition cannot be taken into account once the examination is taken
- Minor illnesses/ injuries e.g.
  - Cold, sore throat, cough, hay fever
  - Sprains (other than in the writing hand /arm)
  - Accidents / illness affecting relatives or friends (unless serious or if the student is the sole carer)
- Normal examination stress or anxiety
- Normal domestic or personal disruptions including
  - Holidays
  - Social occasions (e.g. weddings, christenings, religious celebrations)
  - Moving house
  - Financial difficulties
  - Normal work patterns and pressures of employment
  - Transport problems
  - Change of job
- Pregnancy (unless unexpected complications occur)
  - BBTS should be informed as soon as possible of pregnancy and expected date of delivery so reasonable adjustments can be made (where necessary/ possible)
- **Failure to attend the exam without permission\* from BBTS will incur:**
  - an automatic fail grade
  - forfeit of refund of fees
  - forfeit of re-sit examination

\*If unforeseen circumstances, as outlined above, occur immediately prior to the examination (e.g. the evening before/morning of the examination) it is recognised that you may not be able to contact BBTS office staff until after the examination. Under these conditions it is expected that you must contact the BBTS Education Officer at the earliest opportunity (and no later than 5 working days after the exam date). An ECAF1 form must then be submitted and received with suitable evidence within 14 days of the examination date.

All applications for extenuating circumstances:

- Must be submitted via the BBTS 'Extenuating Circumstances Application Form (ECAAF1)'
  - Available on request from [Connor.Cousins@bbts.org.uk](mailto:Connor.Cousins@bbts.org.uk)
- Evidence is required with independent verification for all claims
  - e.g. medical note and/ or supporting statement from the relevant employer