**Paediatric Critical Care Society (PCCS)**

**Guidance for Deferral from a PCCS Ratified Course**

This guidance should be read in conjunction with your Trust’s study leave policies and if a conflict in wording exists; discuss with your course lead and manager.

**What is Deferring from a course?**

* EC occur when something totally unexpected happens which prevents you submitting/presenting your PCCS course assessment on time.

The following PCCS guidance has been developed utilising existing guidance whilst recognising the challenges of undertaking academic study alongside clinical work and other life pressures. The guidance aims to be just and fair.

**Procedure for EC:**

* We encourage all students to have dialogue with their course lead throughout their course and during the lead up to assessment deadline. If a problem is identified early. It can often be solved with resorting to EC.
* For written assignments, any application for ED has to normally be submitted to your course lead a minimum of 7 working days before the submission date. After, unless something out of the ordinary happens the assumption is that you work is almost ready for hand in and therefore application s for EC are not normally accepted.
* For presentations, OSCE’s etc, EC are considered up until the day of the assessment.
* If you are not able to submit , and think that you circumstances warrant EC contact your course lead immediately explaining why you are unable to submit. If necessary. Provide corroborating evidence (such as GP’s fit note, police report of a crime at your home, course letter for jury service).
* You should be provided with a receipt email within 2 hours (Monday – Friday), if you do not receive this contact your course lead.
* You will be notified of the outcome of your application for EC within 5 working days.

**Approve EC:**

* You will normally be granted an extension between 4 to 6 weeks (from original date of submission) to submit your assessment.
* Your submission is considered as a first submission (and your mark is not capped).
* If you request EC, but then choose to submit the assessment on the due date your application for EC will become void.

**If EC is not granted:**

* If you do not submit your work by the due date you will be logged as no-submission for that course.
* If you do not submit your work on time, on re-submission your work will be capped the minimum pass mark.

**Extenuating Circumstances are:**

* Exceptional.
* Outside of your control.
* Can be corroborated by independent evidence.
* Occurred shortly before the assessment in question.

**Examples of Extenuating Circumstances no normally considered as valid:**

* Minor illness such as a cough or cold (unless prolonged and corroborated by a GP’s fit note).
* Work got destroyed due to computer malfunction, water spillage etc (work should be backed up on a separate drive or stored in a cloud).
* Poor time management.
* Events that were known about BEFORE the start of the course such as family holiday, marriage, house move.
* Transport problems, other than detailed above, you need to plan to arrive on time.

The above lists are not exhaustive and provide an indication only of circumstances which would and would not normally be considered as valid reasons for granting EC.

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**Extenuating Circumstances Form**

By signing this contract:

* You, the student, are agreeing to resume your studies by the date you have agreed to.
* Extensions beyond this time frame will only normally be granted in exceptional circumstances.
* If you do not resume your studies by the agreed date, you may be liable to fee reclamation as per your Trust’s study leave policy.
* If your Trust policy requires it, you may have to complete their relevant paperwork also.
* This form should be held locally.

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| **A. Student Details** | |
| **Full Name:** | Click or tap here to enter text. |
| **Job Title:** | Click or tap here to enter text. |
| **Profession:** | Click or tap here to enter text. |
| **Hospital:** | Click or tap here to enter text. |
| **Ward Department:** | Click or tap here to enter text. |

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| **B. Module Information** | |
| **Course Title:** | Click or tap here to enter text. |
| **Level of Paediatric Critical Care:** | Click or tap here to enter text. |
| **Start Date of Course:** | Click or tap here to enter text. |
| **End Date of Course:** | Click or tap here to enter text. |
| **Proportion of PCC course attended:** | Click or tap here to enter text. |
| **Proportion of PCC assessment completed:** | Click or tap here to enter text. |
| **If declared, reason for deferral (including supporting evidence):** | Click or tap here to enter text. |
| **Agreed length of Deferral/ expected date of resumption of studies:** | Click or tap here to enter text. |

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| **C. Request Agreed By** | | | |
| **Job Title:** | **Name:** | **Signature:** | **Date:** |
| **Learner** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Department Manager/Matron** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Course Lead** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |