**Sample Extenuating Circumstances Policy for   
Make-Up Post-assessments and Sessions**

**What are Extenuating circumstances?**

Extenuating circumstances are unavoidable, unexpected and beyond a participant’s control. They may impact participants’ ability to take an exam or attend class. Extenuating circumstances are usually health-related or serious personal or family situations such as a serious illness or the death of a close relative.

**What may be accepted as an extenuating circumstance?**

Extenuating circumstances are those that are ‘beyond the control of the participant.’ Minor illness, family event, travel plan, employment responsibility, or transportation difficulty will not normally be accepted.

Some examples that may be accepted:

* Acute illness or injury on the day of or during the examination, including COVID-19
* The death or serious illness of a close family member or dependent
* Sudden worsening of a long-term health condition
* Extended illness or injury that lasts for more than five days
* Serious personal injury
* Being the victim of a serious crime
* Unavoidable and/or unforeseen transport difficulties (e.g., through natural disaster)
* Court attendance/Jury service
* Jury service where deferral has been refused by the court

Examples that are unlikely to be accepted:

* Any reasons submitted without supporting evidence
* Mistaking the date/time/location of the examination
* Routine employment commitments
* Transport difficulties, foreseeable or planned travel disruption

Note: Extenuating circumstances are those that are “beyond the control of the participant.”

Expected due date (candidates who are pregnant can seek special arrangements by submitting a request to the instructor).

Note: Some pregnant workers may have one or more impairments related to their pregnancy that qualify as a “disability” under the ADA. In addition, the Pregnancy Discrimination Act (PDA) of 1978 amended Title VII of the Civil Rights Act of 1964 to "prohibit sex discrimination on the basis of pregnancy."