# Fit to Sit – Summary of Policy

This document provides a summary of the key points of GCU’s Fit to Sit Policy

**Introduction**

When you take an assessment (e.g., an exam, coursework, practical assessments etc), the University assumes you're well enough to do so. Your attempt and the mark gained will count unless you declare that you're not "Fit to Sit/Submit."

We understand that unexpected, serious issues can affect your ability to prepare for or complete assessments. This policy is here to help in such cases.

**1. Declaring Not Fit to Sit/Submit**

* You can inform the University if you can't take an assessment or if you did attempt but upon reflection felt that due to circumstances out with your control you now feel you were not fit to sit/submit.
* You can make a declaration of not being fit to sit/submit between five days before the due date or up to two days after the due date.
* No evidence is required.
* Failure to submit within the 5 day/2 day time window, or with inaccurate information, will make your declaration invalid.

**2. Preservation of attempts**

* If you inform the University on time and with all the necessary correct information, your attempt will be preserved once.
* The ultimate decision of whether a resit with a preserved attempt is offered is a decision of your Progression & Awards Board, which will take into account your complete academic profile.
* Any subsequent attempt will normally be during the next available assessment diet, however, you should check with your module leader.

**3. Impact of a Declaration of not being Fit to Sit/Submit**

* Declaring you aren't fit means any submitted work won't be marked/graded and, consequently, no feedback will be provided.
* Your record will show a 'non-submission' for that assessment along with an appropriate code (in most cases, F7) indicating a preserved attempt has been awarded.
* Fit To Sit/Submit declarations cannot be cancelled once submitted.
* A declaration of being unfit to sit/submit may delay the normal timeline to complete a programme of study and hence the timeline for graduation.

**4. Extensions and Late Submissions**

* This policy is different from asking for extensions or explaining late submissions - you cannot use the Fit to Sit declaration process to request an extension
* For extensions or late submissions, contact your module leader directly.

**5. Extreme & Exceptional Extenuating Circumstances (EEEC)**

* Sometimes, extreme and exceptional circumstances may prevent you from being able to submit a Fit to Sit declaration within the 5 day/2 day window. Where this is the case you may be eligible to apply through the EEEC process.
* If you've already used the Fit to Sit option for a particular assessment (i.e., received a preserved attempt) but you experience more extreme circumstances during the resit/resubmission period, you can apply for another preserved attempt via EEEC, however evidence will be required.
* To apply for EEEC, you need to complete the EEEC Form and provide formal evidence (e.g GP Fit Note or letter) with a deadline of either the end of the Trimester assessment period (as noted on the Academic Calendar as “Trimester exam diet” or within three weeks of re-engaging with the University where you have been unable to engage for a long period of time.
* You should contact University staff (i.e., Personal Tutor, Programme Leader, or the Student Wellbeing team) for guidance before submitting the EEEC Form.
* Your EEEC application will be reviewed by the appropriate staff within your school, with you being communicated of the decision via your GCU Email. Where an EEEC is not supported, the reason for the decision will be provided.
* A maximum of two preserved attempts per assessment are allowed through Fit to Sit and/or EEEC.
* Decisions and supporting rationale will be recorded and kept with your student record.

**6. Duty of Care and Appeals**

* If you disclose severe health issues or life circumstances, this information may be shared with the Student Wellbeing Team, and/or other teams as appropriate, for follow-up support.
* For any procedural irregularities in your application review, you should submit an Academic Appeal. Please note that academic appeals can only be considered where you believe there has been an administrative error by the University, not regarding any decision made.

**7. PABs and Student Fit to Sit Declarations**

* The Progression and Awards Board (PAB) will take into account any valid Fit to Sit declaration when reviewing your academic profile
* The first Fit To Sit declaration for any piece of assessment will result in the attempt being preserved for the next assessment period.
* You cannot submit a second Fit to Sit declaration for a piece of assessment that you have previously been granted a preserved attempt via F2S. If you are unable to attempt the resit, you will have to submit an EEEC and provide evidence.

**8. Suspension of Studies**

* If you suspend your studies after the half way point in a trimester, then in the normal course of events you are considered to have attempted any modules you commenced.
* If you have extenuating circumstances, you can submit an SOS EEEC request to not have these attempts counted.
* Such requests should be submitted at the same time that you make a request to suspend your studies. (Please note that these are two separate forms, once to request a suspension of your studies and the other, where appropriate to request a preserved attempt on any assessment not attempted due to taking a break in your studies.

**9. Exceptions**

* Some programmes/modules may have approved exemption from the Fit To Sit policy (or elements of it) due to professional requirements or the nature of the assessment tasks.
* Any exemption will be outlined in your Module Handbook and in assessment guidance.
* For more details, check the University's published regulations and policies online.

If you are unclear on what options you have, please use our [Options Decision Maker form](https://forms.office.com/e/wjMBFPcXJb) which via some simple questions will guide you through what the best option is to take

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