

Scottish Gymnastics Education Extenuating Circumstances Procedure July 2023



The Extenuating Circumstances procedure is intended to support you if you experience exceptional, unforeseeable, short-term circumstances which affect your ability to attend part of, or all of your course or practical/theory assessment or submit your logbook/portfolio of evidence within the required timeframe.

Examples of extenuating circumstances are serious illnesses, accidents, or bereavements. Everyday occurrences such as illness or preventable situations; social obligations and similar foreseen commitments such as holidays and competitions will not be deemed to be valid.

To submit an extenuating circumstances claim, you will need to fully complete an extenuating circumstances application form and send it to coacheducation@scottishgymnastics.org.

Scottish Gymnastics will:

- acknowledge receipt of the extenuating circumstances form within 10 working days
- conduct an appropriate review of the evidence
- write to you within 20 working days to inform you of the outcome

When do I need to submit my extenuating circumstances claim?

Extenuating circumstances claims should be submitted to Scottish Gymnastics within 15 working days of the affected course/assessment date or submission date for your logbook/portfolio of evidence.

My tutor/assessor knows about my extenuating circumstances. Do I still need to submit the form?

Yes. Scottish Gymnastics will only consider claims that have been submitted by the learner on a fully completed extenuating circumstances form.

What happens if I don't fill in the form in full or don't provide documentary evidence?

Your claim may not be upheld if you fail to provide enough information or evidence for your claim to be considered. It is essential that you include all relevant course details on your form and submit supporting documentary, independent evidence with your claim. You must also give a clear and concise explanation about how your circumstances impacted your attendance, which has led to your claim for extenuating circumstances.

What constitutes 'documentary evidence'?

The following are examples of documents that may be considered as evidence:

- medical certificate
- hospital/doctor's letter
- solicitor's letter

Documentary evidence must be independently verifiable and therefore letters from family members or friends will not be accepted. Where circumstances are of a nature that verifiable evidence is not available and your tutor/assessor is aware of your situation, they may provide a letter of support as evidence on your behalf.

Where medical evidence is supplied it must include dates, time frame and a medical opinion about the likely effect of illness on your attendance.

What will happen if my Extenuating Circumstances claim is upheld?

If your claim for extenuating circumstances is upheld, one of the following outcomes will apply:

Course Attendance

Scottish Gymnastics will offer you an opportunity to attend the next available course day(s). Please note, this may not be in the original course venue or region.

Logbook/portfolio of evidence submission

Scottish Gymnastics will offer you a revised deadline to submit your logbook/portfolio of evidence.

Assessment Attendance

Scottish Gymnastics will offer you an opportunity to attend the next available assessment day. Please note, this may not be in the original course venue or region.

Theory Course Assessment

Scottish Gymnastics will offer you an opportunity to attend an alternate theory assessment date.

CPD Course – Fit for Practice Assessment

Scottish Gymnastics will either overturn the original decision or provide full details to enable you to attend the next available course.

What will happen if my extenuating circumstances claim is not upheld?

If your extenuating circumstances are not upheld, one of the following outcomes will apply:

Course Attendance

If you missed the full course, you will need to re-book and pay to attend another course.

If you missed day(s) of your course*, you will be charged to attend a different course day(s). Please note, this may not be in the original course venue or region.

- Fee - £30.00

*Only applicable to courses longer than one day in length and if you have not missed the full course. For one day attendance only courses, there is a requirement to register and attend a new course.

Logbook/portfolio of evidence submission

If you were unable to submit your logbook/portfolio of evidence within the required timeframe, your course organiser will liaise with you regarding a suitable revised submission date.

- Fee - £20.00

Assessment Attendance

If you missed your practical assessment, you will be charged a re-assessment fee specific to the level of course.

- Level 1 - £60.00
- Level 2 - £70.00
- Level 3 Technical Assessment - £40.00
- Level 4 - £70.00
- Level 5 - £70.00

Theory Course Assessment

If you missed your theory assessment, you will be charged a re-assessment fee per paper:

- Fee - £15.00

CPD Course - Fit for Practice Assessment

If you were deemed Not Yet Competent during your Fit for Practice sign-off, you will be required to register and pay to attend another course.

What if I don't agree with the extenuating circumstances decision?

You must appeal within 14 working days of receiving the disputed extenuating circumstances decision. You should explain why you want to appeal and include copies of any related documents or e-mails. Appeals should be sent to coacheducation@scottishgymnastics.org