

Request for additional consideration Policy

Purpose

The bpf is committed to providing excellence in teaching and a positive learning experience for all of our students.

Whilst we expect our students to be able to cope with normal life events, to manage their workloads properly and to expect a level of pressure around assessments, we understand that a temporary short-term and acute incident, occurrence or situation, which is beyond a student's control, may impact a student's performance or ability to study.

This Request for additional consideration policy sets out our procedure for when a student wishes to submit a request for additional consideration.

Scope

The Request for additional consideration Policy (henceforth known as 'Policy') applies to all students (who may otherwise be known as a 'trainee') who have registered and enrolled in a programme of study with the bpf. This includes students who are undertaking a formal qualification, an infant observation as well as those who are completing programmes of continuous professional development.

An 'additional consideration', which might otherwise be known as a mitigating or extenuating circumstance, is an acute, but short-term incident, occurrence or situation which is beyond a student's control and which impacts a student's performance or ability to study. The circumstance may have impacted a student's performance in an exam, assessment or project, or on a practice placement. More generally, an additional consideration may also be a circumstance which may have impacted a student's engagement with their course.

A 'additional consideration' will not normally apply to circumstances that may have, or are likely to have, a longer-term impact or for pre-existing circumstances or minor illnesses. [Appendix A](#) provides a comprehensive overview of what requests we may or may not accept and appropriate evidence. The additional considerations and examples of evidence is not exhaustive.

Examples of request for additional consideration that we may accept:

- a serious short-term illness or injury
- worsening of an ongoing illness or disability, including mental health conditions
- symptoms of an infectious disease that could be harmful if passed on to others
- death or serious illness of a close family member or friend
- unexpected or significant change in caring responsibilities for a family member or dependent
- witnessing or experiencing a traumatic incident
- a crime which has had a substantial impact on the student
- accommodation crisis such as eviction or the home becoming inhabitable
- an emergency or crisis that prevents the student from attending an exam or accessing an online assessment
- a technical problem that prevents the student from accessing online teaching or assessment
- safeguarding concerns (please also refer to our [Policy on Safeguarding children and adults at risk](#))

Furthermore, we may consider requests for additional consideration when a student has been called to undertake jury service or another public duty, or if they will be undertaking a high-profile activity, such as representing their country in a sporting event.

Examples of requests for additional consideration that we may not accept (this list is not exhaustive):

- holidays, house moves, sporting fixtures, weddings or other events that were planned or could reasonably have been expected
- minor illness such as coughs, colds or hay fever, unless the symptoms are particularly severe
- assessments that are timetabled close together
- misreading an assessment deadline or exam timetable
- poor time management
- minor transport disruption
- computer difficulties and losing work that could otherwise have been backed-up
- normal exam stress or stress on a practice placement
- minor life events, unless the circumstances have had a disproportionate impact.

We will not normally accept a request for additional consideration when a student has seen their assessment or exam results: in such circumstances, the student should raise their concern in accordance with the [bpf's Academic Appeals Policy](#).

Who can submit a request for additional consideration

Students who are registered on a programme of study at the bpf can make a request for additional consideration. The request should be submitted as soon as possible, but where the circumstance may have had an impact on a student's performance in an exam, assessment or project, it would be expected that unforeseen circumstances would have occurred no earlier than 14 days prior to the submission/assessment date.

Declared disabilities or long-term health conditions

Where a student has a declared disability or a long-term health condition for which the bpf have put in place additional learning support arrangements (which may be known as a reasonable adjustment), the student may not be eligible to submit a request for additional consideration unless:

- they have experienced a flare-up or deterioration in their condition meaning that the adjustments were no longer sufficient for their needs;
- there was a shortcoming or failure in the adjustments, or the adjustments were not implemented in time; or
- the student experienced circumstances that were unrelated to their disability.

Group

Students may submit a request for additional consideration as a group. The group should nominate a representative from the group who will liaise with the bpf on behalf of all group members. The group should follow the steps set out in the request for additional consideration procedure, noting that where we require you to submit a request for additional consideration form, only one form should be submitted on behalf of the group. The bpf will take steps to confirm that each group member has opted into the group.

If a circumstance has affected a group of students, we will consider whether this has had an impact on the performance of the 'group'. For example, this may be if an exam is disrupted because of a fire alarm. The bpf will automatically respond to extraordinary circumstances, such as industrial action or public health emergencies. Where a student feels that this circumstance has had a significant impact on their performance, they should submit a request for additional consideration.

Requests for additional consideration procedure

A request for additional consideration will make a judgement about whether something has happened to a student, and what impact that is likely to have had on their ability to study, to prepare for or perform well at an assessment or exam. This consideration is not an academic judgement and an appeal against an academic outcome should be made under our Academic Appeals Policy.

Timeline

Requests are often time sensitive, for example when an incident has occurred just before a deadline or during an assessment. All requests for additional consideration should be submitted as soon as possible, and no earlier than 14 days prior to the assessment or exam. Requests should be submitted no later than 14 calendar days after the first affected assessment. We will not normally accept late requests, unless there is good reason why a student was unable to submit their request, such as if they are hospitalised.

We will respond to the student within 14 calendar days of receiving their request and we will let the student know if we are unable to meet this deadline. The review of a request may be delayed, for example, if the student has been unable to submit the required evidence or if the bpf is closed, such as during the Christmas and New Year period.

Appendix B sets out the additional consideration timeline and process.

“Fit to sit” declaration

It is the responsibility of each student to decide whether they are well enough to sit an exam or submit an assessment. If a student attends an exam or submits coursework, we will accept this as their declaration that they are fit to do so. The bpf will not normally accept a request for additional consideration in such cases and will refer the student to our Academic Appeals Policy.

Evidence

We may require supporting evidence, such as a doctor’s letter, hospital appointment letter, crime reference letter or other evidence that supports a student’s request. We will not generally accept retrospective evidence.

Evidence submitted as part of the request for additional consideration should be dated from the time the circumstances occurred. We may check evidence submitted in support of additional consideration requests to ensure that it is genuine. If a request is considered to be fraudulent, the case will be referred for consideration under our Student Code of Conduct.

Appendix A provides a comprehensive list of examples of the evidence that we would expect a student to provide.

Self-certification

Students may be permitted to self-certify where a short illness, which did not require medical intervention had a significant impact on their exams or assessments. The self-certification period is no longer than 7 calendar days. Self-certification must be submitted by the student ahead of an exam or assessment and the self-certification period. Student's cannot self-certify after completing an exam or assessment.

Students will still be obliged to meet the required learning outcomes and where possible an exam or assessment will be deferred to a later date. However, deferral may impact on a student's progress or course completion.

A student may self-certify no more than 3 times in an academic year. Where a student self-certifies repeatedly, the Director of Training or Chair of the Training Committee (or nominee) will meet with the student prior to accepting any further requests.

Process

Before submitting a request for additional consideration, we suggest that students refer to Appendix A which provides a comprehensive list of examples of the requests we may or may not consider and the evidence that we would expect a student to provide.

Step 1: Request for additional consideration

Students should submit their Request for additional consideration form to the **Director of Training or Chair of Training Committee** (or nominee).

Where the request is complex, the request may be referred to the Corporate Governance Team who will convene an additional consideration panel who will consider the request. The panel will be made up of three members of staff, who may include the Director of Training or Chair of the Training Committee for the course, the Learning Support Coordinator, Training Manager or a member of the Senior Management Team.

The student should include the following information in their request:

- the reasons for requesting additional consideration
- what assessment(s) or exam(s) have been impacted
- supporting statement outlining the circumstances you would like us to consider
- evidence, which must be from an independent source(s) and in English

The Request for additional consideration form and supporting evidence should be sent to the email address for the student's course: the email address can be found on the [bpf's 'contact us' webpage](#).

Review of request for additional consideration.

The request for additional consideration will be considered on its own individual facts, and we will consider all the factors and evidence submitted.

The review of a request for additional consideration will seek to establish that:

- the request was submitted within the required timeline;
- the circumstances were unexpected and beyond the student's control;
- the circumstances had reasonably affected the student's performance in an assessment or ability to engage in their programme of study;
- sufficient allowance has not already been made; and
- that relevant supporting evidence has been provided.

Where the occurrence may have impacted a student's academic outcome, the student should raise their concerns under the [bpf's Academic Appeals Policy](#).

Outcome

After completion of the review of the request for additional consideration, we will write to the student setting out the outcome, including the reasons for the decision and any next steps.

If mitigating outcomes are agreed, these will be proportionate to the request and the perceived impact on a students' ability to study or undertake an assessment or exam. Examples of mitigating outcomes include:

- Extension of assessment submission deadline or removing penalty for late submission
- Deferral of assessment or exam, for example until the student is no longer affected by the circumstance
- Allowing the student to repeat the year or individual modules or units
- Alternative method of assessment which allows the student to demonstrate the same learning outcomes

Where a student is required to sit a series of assessments together, such as for a professionally qualifying degree, even though they may have missed or failed one assessment, we may require them to re-sit all modules/assessments.

Step 2: Appeal

Students have the right to appeal if their request for additional consideration has been rejected, or if they are unhappy with the outcome of their request for additional consideration. The request must have been considered in **step 1** before an appeal can be made.

Permissible grounds for appeal are:

- that the request for additional consideration procedures were not followed properly;
- that the decision we reached, or the outcome of the request for additional consideration, was unreasonable;
- that we did not consider the request properly, for example, it overlooked relevant information that the student included;
- that we did not give reasons for its decision;
- that the student has new material evidence that they were unable, for good reason, to provide earlier in the process;
- that there was a reasonable perception of bias during the process.

We will consider appeals against decisions taken on requests for additional consideration in accordance with our [Academic Appeals procedure](#).

Confidentiality and data protection

Information about additional consideration requests will be kept confidential as far as possible. Information will only be disclosed to those who are involved in considering a student's request and any subsequent appeal.

When a student has previously submitted additional consideration requests, this information may be taken into consideration when the bpf consider any subsequent requests. Information will be stored securely and in accordance with the bpf's data retention policy.

When your course is delivered in partnership with another educational institution

If a student is undertaking a course or programme of study which is being delivered by the bpf in partnership with another educational institute, such as Birkbeck (University of London), University College London (UCL) or the Anna Freud Centre, the student's request for additional consideration will be considered in conjunction with the respective policy of that educational institute.

We may share information that is proportionate to the request with the relevant educational partner for the purpose of considering and responding to the request, for example where the outcome of a

request for additional consideration may impact an academic outcome and which needs further consideration by the exam board at the accrediting institution.

Table 1: Qualification and Accrediting Institution

Qualification	Accrediting Institution
MSc in Psychodynamics of Human Development	Birkbeck (University of London)
Doctor of Child and Adolescent Psychotherapy	University College London (UCL)

Submitting an additional consideration when you are on a professional placement

As part of a programme of study, a student may undertake a professional placement. Students should follow the placement provider's process for reporting absence or circumstances affecting their performance. If a circumstance has had an impact on their contribution to their academic studies, the student may submit a request for additional consideration to the bpf.

Support and advice

We understand that circumstances that have an impact on a student's ability to engage in their studies or has had an impact on their performance may be upsetting or distressing and that a student may be anxious about the outcome of their request. We would encourage our students to contact a member of staff, such as their Director of Training, the bpf's Learning Support Coordinator or a student representative, for advice and support.

Students who are undertaking a course or programme of study which is being delivered by the bpf in partnership with Birkbeck (University of London) or UCL may wish to contact the Students Union or the student wellbeing services at those universities for further advice and support.

Governance

The Corporate Governance Team will provide an annual assurance report about the application of our Requests for additional consideration Policy to bpf's Audit and Risk Committee and Board of Trustees. Information about any requests will be anonymised and no personal information about a student or others associated with a request will be disclosed in the report.

Internal resources

Students may wish to refer to our [student policies and regulations](#).

External resources

- OIA Good Practice Framework: Requests for additional consideration
<https://www.oiahe.org.uk/resources-and-publications/good-practice-framework/requests-for-additional-consideration/>
- University College London
<https://www.ucl.ac.uk/>
- Birkbeck, University of London
<https://www.bbk.ac.uk>
- British Psychotherapy Foundation course email address list
<https://www.britishpsychotherapyfoundation.org.uk/contact/>

Version	Date	Description of Amendments	Author
V1	07.01.2026		Head of Safeguarding and Professional Standards Development

Appendix A: - Grounds for requests for additional consideration and appropriate evidence.

Table 2 provides examples of additional considerations and types of evidence. This list is not exhaustive.

- Group A: Request for additional consideration that will **normally be agreed**
- Group B: Request for additional consideration that **may be agreed**
- Group C: Request for additional consideration that will **not normally be agreed**

Table 2: Grounds for requests for additional consideration and appropriate evidence

Category	Group	Examples	Type of evidence
Academic	Group A		Medical evidence of impact, such as a letter from a doctor or other medical professional. Statement of support from a member of bpf staff who are already familiar with the circumstance, such as from the student's personal/course tutor.
	Group B	Serious issues with academic project work, such as gaining ethical approval. Unexpected termination of infant observation. Unexpected termination of agreement with training patient.	
	Group C	General exam or assessment worries. Fasting during exam. Immigration/visa difficulties. Poor time management. Failure of IT equipment and printers. Failure to back up documents.	
Bereavement	Group A	Bereavement of a child, sibling, parent, carer, spouse or partner.	An obituary, order of service or death certificate.

Category	Group	Examples	Type of evidence
	Group B	Bereavement of a grandparent or relative not listed in Group A. Bereavement of a friend.	Evidence from a professional such as a undertaker, coroner or Registrar. Medical evidence of impact, such as a letter from a doctor or other medical professional. Statement of support from a member of bpf staff who are already familiar with the circumstance, such as from the student's personal/course tutor.
	Group C		
Caring responsibilities	Group A	Serious injury or illness in a child, sibling, parent, spouse or partner.	Medical evidence of impact, such as a letter from a doctor or other medical professional.
	Group B	Serious illness of a grandparent or relative not listed in Group A. Serious illness of a friend. Unexpected caring responsibilities for a child, sibling, parent, spouse, partner or other close relative. A breakdown in normal childcare arrangements.	Written evidence from a professional, such as caring provider. Statement of support from a member of bpf staff who are already familiar with the circumstance, such as from the student's personal/course tutor.
	Group C	Relatives with minor illnesses or injuries, such as coughs, cold, headaches and hayfever. Day-to-day childcare. School holidays.	
	Group A	Jury service	

Category	Group	Examples	Type of evidence
Court appearance		Attendance at court or tribunal as a witness, defendant or plaintiff.	Official document from court, tribunal authority or legal representative, including date(s) of court appearance and requirement for student to attend.
	Group B		
	Group C	Supporting a relative or friend at court.	Written corroboration of reported crime from police or investigating authority.
Crime	Group A	Victim of violent crime.	Written corroboration of reported crime from police or investigating authority.
	Group B	Victim of non-violent crime. Theft or work required for assessment/exam.	
	Group C	Victim of petty theft/crime.	
Disabilities and/or longer-term health conditions	Group A	Serious worsening or acute episode of an ongoing disability, medical condition or mental health condition.	Medical evidence of impact, such as a letter from a doctor or other medical professional. Statement of support from a member of bpf staff who are already familiar with the circumstance, such as from the student's personal/course tutor or the bpf's Learning Support Coordinator.
	Group B	Circumstances where there is insufficient time to put reasonable adjustments in place New disabilities or long-term medical conditions Medical or mental health conditions that fluctuate unpredictably A severe long-term illness which can only be addressed by an extension, deferral or other form of one-off mitigation	

Category	Group	Examples	Type of evidence
	Group C	An ongoing disability, medical condition or mental health condition. Conditions that have lasted or remain unchanged for 12 months. <i>Students should complete or review their Learning Support Agreement)</i>	
Family and personal circumstances	Group A	Victim of domestic abuse.	Medical evidence of impact, such as a letter from a doctor or other medical professional. Letter from a professional or organisation, such as a victim support. Personal statement to explain impact of circumstance. Statement of support from a member of bpf staff who are already familiar with the circumstance, such as from the student's personal/course tutor.
	Group B	Family breakdown, such as separation or divorce.	
	Group C	Booked holidays. Trips to see family. General family or domestic issues.	
Financial issues	Group A		Medical evidence of impact, such as a letter from a doctor or other medical professional. Written evidence to support the claim, such as letter of redundancy. Relevant financial information related to the circumstance (redacted). Written letter to explain impact of circumstance.
	Group B	Serious financial issues affecting the student's ability to study.	
	Group C	General financial issues.	

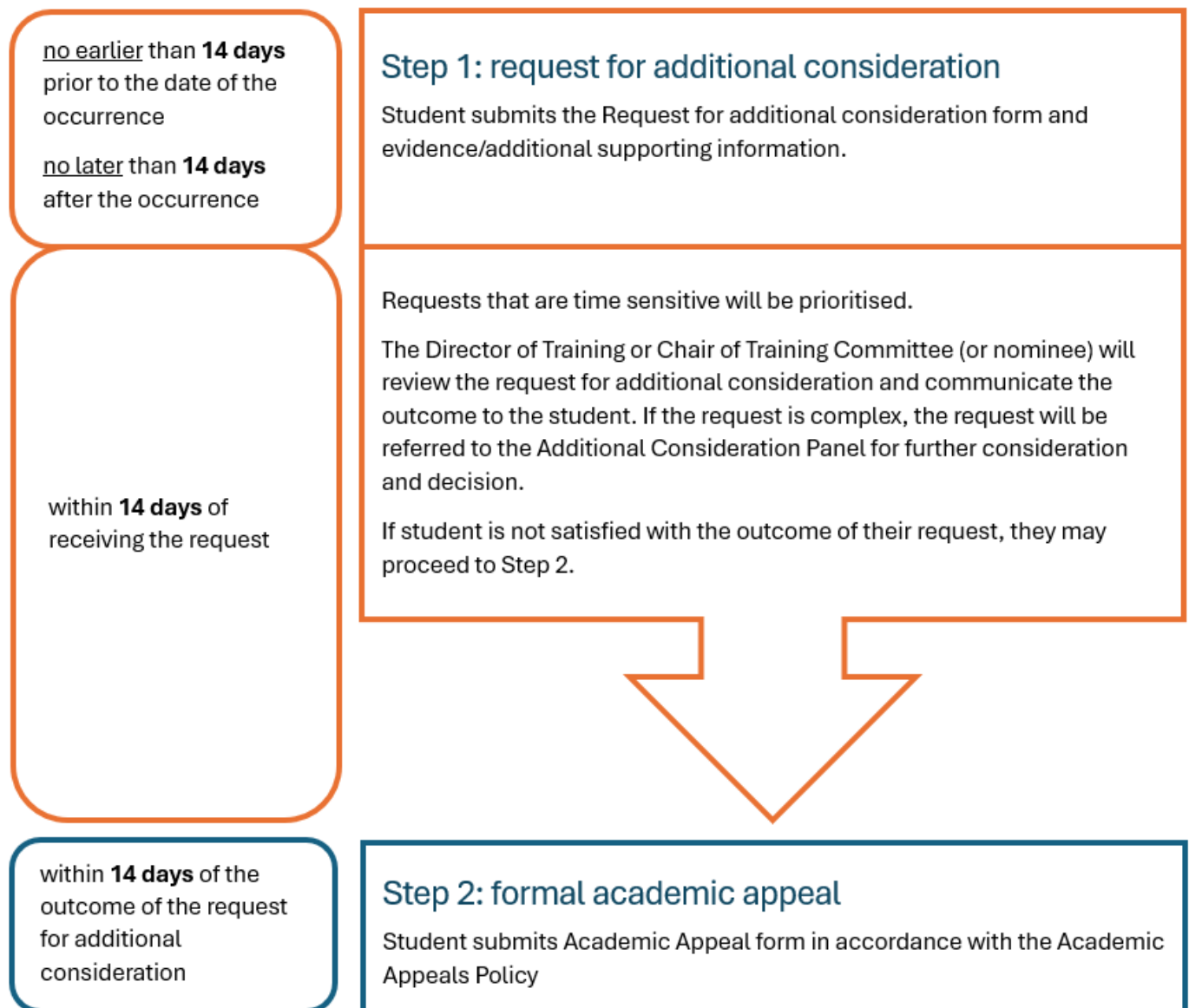
Category	Group	Examples	Type of evidence
			Statement of support from a member of bpf staff who are already familiar with the circumstance, such as from the student's personal/course tutor.
Housing issues	Group A		<p>Medical evidence of impact, such as a letter from a doctor or other medical professional.</p> <p>Written evidence to support the claim, such as letter of from housing authority or letting agent.</p> <p>Home eviction notice.</p> <p>Written letter to explain impact of circumstance.</p> <p>Statement of support from a member of bpf staff who are already familiar with the circumstance, such as from the student's personal/course tutor.</p>
	Group B	Serious housing issues affecting the student's ability to study.	
	Group C	Moving home. General housing issues.	
Major incidents	Group A	Direct experience of a terrorist incident, war or natural disaster. Major fire in residence.	<p>Medical evidence of impact, such as a letter from a doctor or other medical professional.</p> <p>Written corroboration of reported crime from police or investigating authority.</p> <p>An insurance number (e.g.: for road traffic accident or house fire)</p> <p>Transportation tickets and proof of delay.</p> <p>Confirmation of response by car breakdown provider or mechanic attending to the vehicle.</p>
	Group B	Direct experience of a terrorist incident, war or natural disaster by a child, sibling, parent, spouse, partner or other close friend or relative. Serious travel or other disruption caused by a terrorist incident war or natural disaster. Road traffic accident.	

Category	Group	Examples	Type of evidence
		Transport failure leading to a delay of more than 1 hour.	
	Group C	Booked travel arrangements. Minor private or public transport failure. Missed or delayed trains, tubes, buses and trams. Inclement weather conditions. Poor time-keeping.	
Pregnancy and maternity	Group A	Serious complications in pregnancy or maternity.	<p>Medical evidence of impact, such as a letter from a doctor or other medical professional.</p> <p>Hospital or appointment letter, including date of appointment and indicating that appointment cannot be rescheduled.</p> <p>Extracts from medical notes (redacted).</p> <p>Written letter from other medical professional, such as a nurse, midwife, occupational therapist, pharmacist or physiotherapist.</p>
	Group B	Moderate illness due to pregnancy or maternity, such as morning sickness.	
	Group C	Pregnancy or maternity where there are no complications. Paternity, parental or adoption leave.	
Shorter-term medical conditions	Group A	Serious personal injury, medical condition or mental health condition.	<p>Medical evidence of impact, such as a letter from a doctor or other medical professional.</p> <p>Hospital or appointment letter, including date of appointment and indicating that appointment cannot be rescheduled.</p> <p>Extracts from medical notes (redacted).</p>
	Group B	Moderate personal injury, medical condition or mental health condition.	
	Group C	Minor illnesses or injuries (i.e.: coughs, colds, headaches, hayfever)	

Category	Group	Examples	Type of evidence
		Circumstances supported by evidence from unregistered medical practitioners.	Written letter from other medical professional, such as a nurse, occupational therapist, pharmacist or physiotherapist.
Trauma	Group A	Victim of violent crime (i.e.: assault, mugging, sexual violence, hate crime)	Medical evidence of impact, such as a letter from a doctor or other medical professional.
	Group B	Victim of non-violent crime or petty theft. Victim of discrimination or harassment.	Written corroboration of reported crime from police or investigating authority.
	Group C		Written evidence from emergency services, such as fire or police. Statement of support from a member of bpf staff who are already familiar with the circumstance, such as from the student's personal/course tutor.
Work commitments	Group A	Professional emergencies, such as crisis response.	Medical evidence of impact, such as a letter from a doctor or other medical professional.
	Group B	Major changes in professional commitments affecting ability to study. Changes in work commitments for critical workers, such as NHS staff.	Written evidence to support the claim, such as letter of redundancy. Written letter from line manager or employer. Written letter to explain impact of circumstance.
	Group C	On going work commitments. Participation in extra-curricular activities. Time spent on job/internship/apprenticeship and other paid or voluntary applications.	Statement of support from a member of bpf staff who are already familiar with the circumstance, such as from the student's personal/course tutor.

Category	Group	Examples	Type of evidence
Other	Group A		
	Group B		
	Group C	<p>Circumstances which are foreseeable or preventable.</p> <p>Claims that the student was unaware of submission deadlines or assessment/exam dates.</p> <p>Circumstances that do not relate to the student's programme of study.</p> <p>Late disclosure of circumstances.</p> <p>Circumstances without reasonable supporting evidence.</p> <p>Where there is a conflict of interest.</p>	

Appendix B: Requests for additional consideration policy: Timeline and process



Accessible version of Requests for additional consideration policy:

Timeline and process

1. Process step 1: request for additional consideration

- Student submits the Request for additional consideration form and evidence/additional supporting information.
- A request for additional consideration can be submitted no earlier than 14 days prior to the date of the occurrence.
- A request for additional consideration can be submitted no later than 14 days after the date of the occurrence.
- Requests that are time sensitive will be prioritised.
- The Director of Training or Chair of Training Committee (or nominee) will review the request for additional consideration and communicate the outcome to the student. If the request is complex, the request will be referred to the Additional Consideration Panel for further consideration and decision.
- If student is not satisfied with the outcome of their request, they may proceed to Step 2.
- The bpf will respond to the student within 14 days of receiving their request.

2. Process step 2: formal academic appeal

- Student submits the Academic Appeal Form in accordance with the Academic Appeals Policy.
- The student must submit the Academic Appeal within 14 days of the outcome of the request for additional consideration,