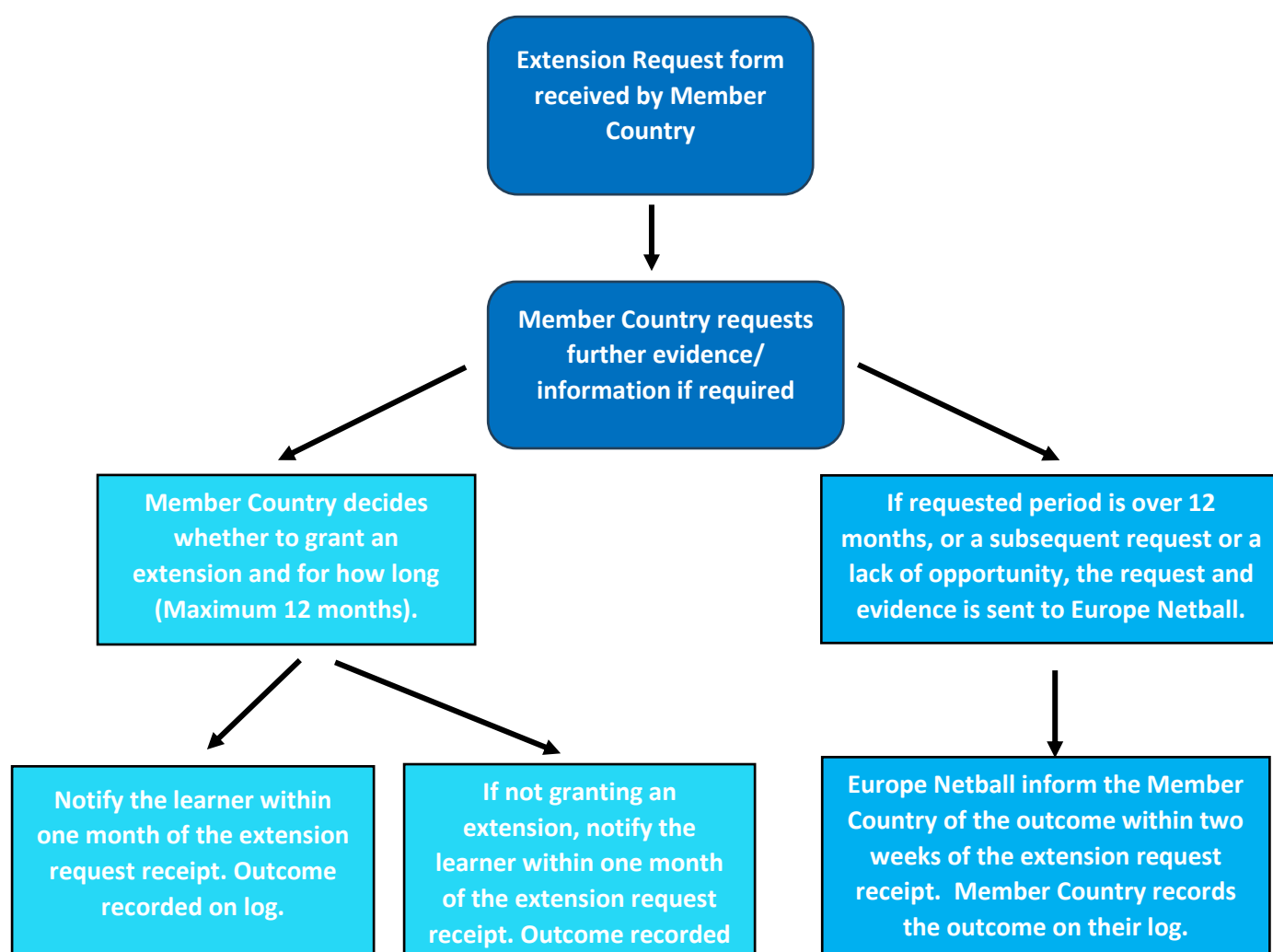


Europe Netball Award Extension and Extenuating Circumstances Guidance



Guiding Principles:

- No extensions can be granted if the course or written paper has expired.
- Please grant extensions sparingly, so they are genuinely granted in exceptional circumstances and where there is a definite need.
- Always consider whether, if by granting an extension, you are setting a precedent which could be problematic for subsequent requests .
- Any extensions granted should always been granted from the original expiry date of the course/written paper.
- If Europe Netball is asked to grant a subsequent extension to one already granted by a Member Country, the extension period already granted will be taken into consideration. Full details of the original granted extension should be submitted with the request for a subsequent extension.
- Whilst a Member Country can grant up to 12 months, the length of time granted should be based on the evidence provided. For example, there should be a different time frame for a pregnancy request to a torn muscle request.

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- Please look carefully at the expiry dates of courses and or written papers when considering a request, and consider if the evidence supports an extenuating circumstance, rather than a request for more time. Please also consider any previous NYM attempts at the written or practical components. Needing more time is not an extenuating circumstance.
- Always consider the timeframes in the assessment handbook when considering a request. For example, if a learner has a written paper that expires on the 8th June , there is still 3 months available from this date to arrange a C Award assessment, 4 months to arrange a B and 6 months to arrange an A, so there is very rarely a need to grant an extension, provided the learner has submitted the request for a practical assessment prior to the paper expiry date.
- Any Europe wide issues, such as a pandemic, will be handled centrally by Europe Netball and guidance distributed to Member Countries.
- A log of granted and refused extensions must be kept by all Member Countries. There is an Extension Request log available on the Europe Netball website. A Member Country may use their own log but should ensure it contains the required information. The log may be requested by Europe Netball at any time for quality assurance and standardisation purposes.
- An exemplar Extension Request form is available on the Europe Netball website. A Member Country may use their own form but should ensure it contains the required information to complete the required log.

Examples of Extenuating Circumstances for Granted Extensions:

- Pregnancy
- Serious injury/illness/medical condition
- Bereavement
- Family circumstances such as unexpected caring responsibilities

Examples of Extension requests which are not considered Extenuating Circumstances and should not be Granted:

- Lack of a Mentor – there is no requirement for a mentor as part of the Europe Netball pathways.
- Lack of available opportunities. (A learner has had four years to practice their umpiring from the original course date. It is not just about the two years from the written paper. An assessor has two years to arrange their two observations and a tutor two years to arrange their practical assessment). If there is a genuine lack of matches, courses or assessments, the Member Country should forward the request to Europe Netball directly with the necessary supporting evidence.
- Moving home/travelling abroad (The Transfer of Award policy should be used if moving to another country within Europe).
- University/Studying for examinations/Work commitments.