FFURFLEN MANYLION POLISI

POLICY IDENTIFICATION FORM / FRONT SHEET

TEITL Y POLISI: *POLICY TITLE:*	*Y Polisi o ran Amgylchiadau Lliniarol* *Extenuating Circumstances Policy*
UWCH-GYFARWYDDWR A CHYFRIFOLDEB: *RESPONSIBLE EXECUTIVE DIRECTOR:*	*James Nelson*
PWRPS: *PURPOSE:*	Dylai myfyrwyr sy'n cwblhau rhaglenni Addysg Uwch yng Ngrŵp Llandrillo Menai wneud pob ymdrech i sicrhau eu bod yn gallu astudio ac ymgymryd ag asesiadau'n unol â chyfarwyddiadau'r tîm darlithio. Yn ogystal, disgwylir i fyfyrwyr wneud pob ymdrech i gydymffurfio â dyddiadau cwblhau asesiadau a chwblhau'r rhaglen y maent wedi'u cofrestru arni o fewn yr amser a ganiateir. Fodd bynnag, mae Grŵp Llandrillo Menai'n cydnabod bod myfyrwyr ar brydiau'n wynebu anawsterau sy'n amharu ar eu cynnydd academaidd. Mae rheolaeth briodol ar amgylchiadau lliniarol sy'n effeithio ar astudiaethau myfyrwyr yn bwysig er mwyn sicrhau bod safonau academaidd yn cael eu cynnal a bod myfyrwyr yn gweld eu bod yn cael eu trin yn deg. Students who are completing Higher Education programmes at Grŵp Llandrillo Menai should make every effort to ensure they are fit to study and undertake assessment as directed by the lecturing team. Students are also expected to make every effort to comply with assessment deadlines and complete the programme they are enrolled on within the timeframe expected. However, Grŵp Llandrillo Menai recognises there are times when a student will face adverse difficulties that will affect their academic progress. The appropriate management of extenuating circumstances affecting students' study and assessment is significant in ensuring that academic standards are maintained and that students perceive that they are being treated fairly.
EFFAITH AR DDWYIEITHRWYDD: *IMPACT ON BILINGUALISM:*	*Gweler yr Asesiad Effaith ar ddiwedd y ddogfen.* *Please refer to Impact Assessment at the end of the document*
EFFAITH AR GYDRADDOLDEB: *IMPACT ON EQUALITY:*	*Gweler yr Asesiad Effaith ar ddiwedd y ddogfen.* *Please refer to Impact Assessment at the end of the document*
EFFAITH AR GYNALIADWYEDD: *IMPACT ON SUSTAINABILITY:*	*Gweler yr Asesiad Effaith ar ddiwedd y ddogfen.* *Please refer to Impact Assessment at the end of the document*
ARGYMHELLIAD: *RECOMMENDATION:*	*Ei gymeradwyo* *To approve*
CYFATHREBU: *COMMUNICATION:*	*Tîm Strategol, Porth y Grŵp* *Tîm Strategol, Grŵp Portal*
PWLLGOR / GRŴP MONITRO: *COMMITTEE / GROUP RESPONSIBLE FOR MONITORING:*	*Tîm Polisi, CSSC, Y Bwrdd*
CYMERADWYWYD GAN (A'R DYDDIAD): *APPROVED BY (AND DATE):*	*Tîm Polisi – 16/06/23* *CSSC – 20/06/23* *Y Bwrdd - 29/06/23*
DYDDIAD ADOLYGU: *REVIEW DATE CYCLE:*	*Ddwywaith y flwyddyn* *Bi-Annually*

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Polisi Addysg Uwch ar Amgylchiadau Lliniarol

I bwy mae'r Polisi hwn yn berthnasol?

Mae'r polisi hwn yn berthnasol i ddysgwyr sy'n dilyn rhaglenni AU y mae un o'r sefydliadau dyfarnu AU a ganlyn wedi awdurdodi GLLM i'w darparu;

- Rhaglenni AU a ddilyswyd gan Brifysgol Bangor er mwyn i Grŵp Llandrillo Menai eu darparu. Dylai dysgwyr sy'n dilyn rhaglenni AU a ddyfernir gan sefydliadau eraill adolygu'r polisïau a'r gweithdrefnau sydd ar gael ar Amgylchedd Dysgu Rhithiol y Rhaglen, yn Llawlyfr y Rhaglen ac ar wefan y sefydliad dyfarnu.
- Edexcel/Pearson

Pwrpas y Polisi

Dylai myfyrwyr sy'n cwblhau rhaglenni Addysg Uwch yng Ngrŵp Llandrillo Menai wneud pob ymdrech i sicrhau eu bod yn gallu astudio ac ymgymryd ag asesiadau'n unol â chyfarwyddiadau'r tîm darlithio. Disgwylir i fyfyrwyr wneud pob ymdrech hefyd i gadw at ddyddiadau cau ar gyfer asesiadau a chwblhau'r rhaglen maent wedi'u cofrestru arni o fewn y cyfnod amser a nodwyd. Fodd bynnag, mae Grŵp Llandrillo Menai'n cydnabod bod myfyrwyr ar brydiau'n wynebu anawsterau dybryd fydd yn effeithio ar eu cynnydd academaidd.

Mae rheolaeth briodol ar amgylchiadau lliniarol sy'n effeithio ar astudiaethau myfyrwyr yn bwysig er mwyn sicrhau bod safonau academaidd yn cael eu cynnal a bod myfyrwyr yn gweld eu bod yn cael eu trin yn deg.

Datganiad Polisi

Mae myfyrwyr yn gyfrifol am roi gwybod am unrhyw amgylchiadau arbennig/lliniarol a all effeithio ar eu canlyniadau mewn da bryd gan ddefnyddio gweithdrefn y corff dyfarnu perthnasol ar amgylchiadau lliniarol. Mae Grŵp Llandrillo Menai'n dilyn trefn sy'n seiliedig ar gyflwyno tystiolaeth i'r Bwrdd Amgylchiadau Lliniarol er mwyn sicrhau bod unrhyw honiadau am amgylchiadau lliniarol yn cael eu trin yn gyfartal a theg. Ni ddylai myfyrwyr sy'n dioddef amgylchiadau lliniarol gael eu rhoi o dan anfantais, a ni ddylent ychwaith gael mantais annheg dros fyfyrwyr eraill. Dylai amseriad yr amgylchiadau fod yn berthnasol i'r effaith honedig. Lle bynnag y bo modd, dylid gwneud addasiadau rhesymol i alluogi myfyrwyr i fod yn bresennol mewn gweithgareddau addysgu ac i gwblhau gwaith cwrs.

Dull Gweithredu

Bydd y Panel Amgylchiadau Lliniarol yn cyfarfod yn rheolaidd drwy gydol y flwyddyn academaidd pan fydd dyddiadau cwblhau asesiadau'n agosáu. Bydd Arweinwyr Rhaglen yn hysbysu myfyrwyr o ddyddiadau cyfarfodydd y Panel a rhoddir y wybodaeth ar hysbysfyrddau'r Meysydd Rhaglen. Gweithredir y polisi drwy ddilyn y Weithdrefn o ran Amgylchiadau Lliniarol a chaiff y weithdrefn hon ei defnyddio gan y Panel i ddod i benderfyniad ar y dystiolaeth a gyflwynwyd. Hysbysir y myfyriwr o benderfyniad y Bwrdd o fewn 5 diwrnod gwaith i gyfarfod y Panel.

Monitro a Mesur Effaith

Caiff y Polisi ar Amgylchiadau Lliniarol ei fonitro a'i wella ddwywaith y flwyddyn gan y Pwyllgor Ansawdd a Safonau ym maes Addysg Uwch yn dilyn byrddau arholi arholiadau ailsefyll mis Medi.

Cyhoeddi'r Polisi

Bydd y polisi hwn ar gael yn ddwyieithog i'r cyhoedd ar wefan y Grŵp a bydd ar gael i'r holl aelodau staff ar fewnrwyd y Grŵp.

Cymeradwywyd y Polisi gan: Y Tîm Polisi
Dyddiad Cymeradwyo'r Polisi: Mehefin 2023
Dyddiad Adolygu'r Polisi: Awst 2025

Gweithdrefn Addysg Uwch ar Amgylchiadau Lliniarol

Mae myfyrwyr yn gyfrifol am roi gwybod am unrhyw amgylchiadau arbennig/lliniarol (megis salwch, profedigaeth neu amgylchiadau personol) a all effeithio ar eu canlyniadau. Dylid rhoi gwybod am amgylchiadau o'r fath cyn gynted ag y bo hynny'n ymarferol. Pan fo myfyrwyr yn teimlo bod yna amgylchiadau sy'n effeithio arnynt yn andwyol eu cyfrifoldeb hwy yw gofyn am gymorth proffesiynol, pan fo hynny'n berthnasol, er mwyn ceisio datrys y broblem.

Amgylchiadau Lliniarol yw amgylchiadau sydd:

- yn amharu ar allu myfyrwyr i gwblhau asesiad unigol neu nifer oasesiadau;
- yn amharu ar allu myfyriwr i fod yn bresennol mewn arholiad unigol neu nifer o arholiadau, neu ar ei allu i gwblhau arholiad unigol neu nifer o arholiadau;
- yn amharu ar allu myfyrwyr i gwblhau lefel, neu nifer y modiwlau maent wedi'u cofrestru arnynt mewn blwyddyn academaidd (h.y. pan fo myfyriwr yn gwneud cais i newid ei batrwm astudio, e.e. o amser llawn i ran amser);
- yn eithriadol;
- y tu hwnt i'w rheolaeth;
- yn gallu cael eu cadarnhau gan dystiolaeth annibynnol;

Rhaid i'r amgylchiadau hyn fod wedi codi yn ystod yr asesiad sydd dan sylw, neu ychydig cyn i'r asesiad gael ei gynnal.

Enghreifftiau o amgylchiadau a allai gael eu hystyried yn ddilys:

- Arhosiad mewn ysbyty, gan gynnwys cael llawdriniaeth;
- Problemau iechyd;
- Problemau personol neu seicolegol y mae'r myfyrwyr un ai'n cael ei gwnsela yn eu cylch neu wedi cael ei gyfeirio at gwnsler neu ymarferwr proffesiynol arall;
- Rhoi genedigaeth (gan gynnwys partner yn rhoi genedigaeth);
- Profedigaeth sy'n cael effaith sylweddol;
- Damwain ddifrifol neu anaf difrifol, afiechyd neu gyflyrau difrifol sy'n cyd-daro â dyddiad cyflwyno asesiad neu ddyddiad arholiad neu brawf, neu sy'n para am gyfnod digon hir i amharu ar ran sylweddol o'r tymor;
- Iselder clinigol neu broblemau iechyd meddwl eraill;
- Byrgleriaeth neu ladrad diweddar neu ddamwain car ddifrifol;
- Gwasanaeth rheithgor na ellir ei ohirio;
- Diagnosis hwyr o gyflwr megis dyslecsia sy'n golygu na ellir cynnig cefnogaeth neu ddarpariaeth mewn arholiad;
- Gwahanu neu ysgariad - y myfyriwr ei hun neu ei rieni (cyn belled â bod y ffeithiau a'r effeithiau'n cael eu cadarnhau'n annibynnol).
- Damweiniau neu salwch sy'n effeithio ar berthnasau agos

Noder: Arweiniad yn unig yw'r rhestr hon; ni ddylid ei hystyried yn rhestr gyflawn o amgylchiadau dilys.

Gofynion tystiolaeth:

Ar gyfer dibenion tegwch a thryloywder rhaid seilio ceisiadau sy'n honni amgylchiadau lliniarol ar dystiolaeth a rhaid i banel eu dyfarnu ar sail canllawiau a ddiffiniwyd yn eglur. Fel arfer ni fydd datganiad gan riant/gwarchodwr/priod/partner yn cael ei dderbyn fel tystiolaeth annibynnol. Yn yr un modd, ni fydd datganiad gan aelod o staff academaidd yn cael ei dderbyn heb dystiolaeth ddogfennol ychwanegol.

Rhaid wrth dystiolaeth annibynnol i gyd-fynd ag unrhyw gais. Gall y dystiolaeth hon gynnwys: Tystysgrifau Marwolaeth, Tystysgrifau Meddygol, Llythyr gan Feddyg Teulu neu Nodyn Cyfreithiol. Dychwelir unrhyw gais nad yw'n cynnwys ffurf ar dystiolaeth annibynnol at y myfyriwr gyda hysbysiad o'r hyn sydd ei angen. Mae

tystysgrifau meddygol yn dderbyniol os ydynt:

- Wedi cael eu harwyddo gan ymarferydd meddygol sydd wedi gweld y myfyriwr yn ystod ei salwch, neu'n syth wedyn;
- Yn nodi'r dyddiad(au) pryd y gofynnodd y myfyriwr am gymorth;
- Yn darparu manylion digonol heb dorri cyfrinachedd am natur a difrifoldeb yramgylchiadau;
- Yn nodi hyd a difrifoldeb yr analluogrwydd;
- Nid yw tystysgrifau meddygol a arwyddwyd gan aelodau o'r teulu yndderbynio ddigwydd a, lle bynnag y bo modd, eu hyd.

Mae gan Fyrddau Arholi'r hawl i ofyn am wybodaeth ychwanegol am amgylchiadau lliniarol os nad yw'r dogfennau gwreiddiol yn ddigonol neu os nad ystyrir bod yr amgylchiadau yn ddigon difrifol i warantu ystyriaeth arbennig.

Enghreifftiau o amgylchiadau na fyddai fel arfer yn cael eu hystyried yn ddilys:

- Car wedi torri i lawr, trên neu fws wedi ei ohirio neu ei ganslo, problemau eraill yn ymwneud â thrafnidiaeth gyhoeddus (os na all y myfyriwr ddangos ei fod ef neu hi wedi sicrhau digon o amser i roi ystyriaeth i broblemau o'r fath y gellid bod wedi eu rhagweld)
- Problemau gofal plant y gellid bod wedi eu rhagweld
- Damweiniau neu salwch sy'n effeithio ar berthnasau neu ffrindiau (os nad ydynt yn ddifrifol, neu'r myfyriwr yw'r unig ofalwr)
- Mân bryderon, mymryn o iselder neu bwysau arholiadau
- Peswch, anwyd, haint ar y llwybr anadlu uchaf, dolur gwddw, haint firaol, oni bai bod y salwch ar ei anterth ar adeg yr arholiad, prawf diwedd modiwl neu brawf yn y dosbarth a bod y dystiolaeth annibynnol yn cadarnhau'r effaith ar berfformiad y myfyriwr
- Problemau ariannol (ac eithrio achosion o galedi eithriadol)
- Gwyliau, symud tŷ, dathliadau teuluol neu ddigwyddiadau eraill lle gall y myfyriwr reoli'r dyddiad neu ddewis peidio â chymryd rhan yn y digwyddiad
- Problemau cyfrifiadurol, data llwgr, nam ar ddisg neu argraffydd ac ati, neu broblem gyda'r rhyngrwyd a'r WIFI.
- Problemau wrth i'r post ddosbarthu'r gwaith (oni bai ei fod yn ddosbarthiad a gofnodwyd neu'n bost cofrestredig)
- Problemau rheoli amser (e.e. cwblhau gwaith erbyn y dyddiad a nodwyd)
- Apwyntiadau (cyfreithiol, meddygol ayb) y gellid eu had-drefnu.
- Ymrwymiadau i'r Fyddin Diriogaethol neu gorff tebyg (os na ellir euhosgoi)
- Ymrwymiadau i chwaraeon neu weithgareddau hamdden (oni bai bod y myfyriwr yn cynrychioli GLLM mewn cystadleuaeth genedlaethol neu'n cynrychioli ei w/gwlad mewn cystadleuaeth ryngwladol)
- Dadgofrestru

Noder: Arweiniad yn unig yw'r rhestr hon; bydd y Panel yn ystyried dilysrwydd pob cais ar sail unigol.

Broses Ymgeisio:

Os bydd myfyriwr wedi mynychu modiwl ond heb allu sefyll arholiadau neu gwblhau gwaith cwrs oherwydd amgylchiadau lliniarol, gall y myfyriwr:

Un ai Sefyll arholiad atodol neu gwblhau gwaith cwrs cyn cyfarfod y Bwrdd Arholi

neu

Roi cynnig cyntaf ar sefyll arholiad atodol neu gwblhau gwaith cwrs un ai cyn, neu yn ystod, y cyfnod ailsefyll arholiadau.

Rhaid i fyfyrwyr yn gyntaf hysbysu Arweinydd y Rhaglen na fyddant yn gallu cwblhau'r gwaith a gofyn, os bydd angen, am ystyriaeth i amgylchiadau lliniarol. Yna gall Arweinydd y Rhaglen ddarparu cymorth i fyfyrwyr er mwyn sicrhau eu bod yn ymwybodol o'r broses, y canlyniadau posibl a, lle bo hynny'n ymarferol, nodi'r gefnogaeth a allai eu cynorthwyo i gwblhau gwaith cwrs. Bydd y myfyrwyr yn cael eu cyfeirio at y Gwasanaethau Cefnogi Myfyrwyr a gynigir gan Grŵp Llandrillo Menai ac yn cael gwybod am y gwasanaethau sydd ar gael gan aelod o Dîm y Gwasanaethau Cefnogi Myfyrwyr a fydd, os bydd angen, yn gallu'u cynorthwyo'n annibynnol â'r Weithdrefn ar Amgylchiadau Lliniarol.

Dyddiadau Cau ar gyfer Cyflwyno Ceisiadau:

Rhaid i fyfyrwyr gyflwyno cais drwy gwblhau'r Ffurflen Amgylchiadau Lliniarol sydd ar gael ar wefan y Polisïau AU. Mae’r dyddiadau cau ar gyfer cyflwyno ceisiadau yn cael eu cyfathrebu i fyfyrwyr drwy eu Amgylchedd Dysgu Rhithiol y Rhaglen (Moodle) a bydd timau addysgu'r cyrsiau'n rhoi gwybod iddynt hefyd. Fel arfer bydd y dyddiad cau un wythnos cyn unrhyw gyfarfod o'r Panel Amgylchiadau Lliniarol.

Rhaid anfon y Ffurflen Amgylchiadau Lliniarol a'r dystiolaeth ategol drwy y dyddiad cau priodol. Ni chaiff unrhyw geisiadau a dderbynnir ar ôl y dyddiad hwn eu hystyried gan y Panel.

Rhaid i fyfyrwyr gyflwyno eu ceisiadau cyn gynted â phosib pan fo hynny'n bosib. Yn achos ceisiadau sy'n cyfeirio at asesiadau a oedd i'w cwblhau mwy na mis cyn cyfarfod y Panel, bydd gofyn i'r myfyriwr egluro pam na chyflwynwyd y cais ar amser. Gall y Panel wrthod y cais neu gyflwyno cosb am fod yn hwyr mewn achosion o'r fath.

Y Panel Amgylchiadau Lliniarol:

Cesglir yr holl geisiadau a'r dystiolaeth annibynnol gan yr SSA (maes sector pwnc) / Cynorthwyydd Gweinyddol a chyflwynir trosolwg o bob achos i'r Panel.

Bydd y Panel yn cynnwys:

- Y Cyfarwyddwr Cwricwlwm ac Ansawdd (a fydd yn cadeirio)
- Y Rheolwr Sicrhau Ansawdd (a fydd yn cadeirio os bydd angen)
- Rheolwr y Gwasanaethau i Ddysgwyr
- Y Cydlynydd Sicrhau Ansawdd
- Yr Arweinydd Rhaglen priodol

Bydd y ceisiadau'n cael eu hystyried gan y Bwrdd Amgylchiadau Lliniarol ar sail y canlynol:

- swm y gwaith yr effeithiodd yr amgylchiadau arno
- am ba hyd y bydd yr amgylchiadau'n effeithio ar waith y myfyriwr
- a oes angen cefnogaeth bellach er mwyn cwblhau unrhyw waith sy'n weddill a
- pha un ai a yw myfyriwr yn gwneud cais i newid ei batrwm astudio

I lwyddo mewn modiwl mae'r ofynnol i fyfyrwyr gyflawni canlyniadau dysgu penodol. Bydd y Bwrdd Amgylchiadau Lliniarol yn gwneud argymhellion i'r Bwrdd Arholi a chyn y bydd yn rhoi dyfarniad i'r myfyriwr neu'n caniatáu iddo ef neu hi fynd ymlaen i ran nesaf y cwrs bydd rhaid dangos bod canlyniadau dysgu penodol wedi cael eu cyflawni. Dosberthir penderfyniadau’r Bwrdd Arholi fel a ganlyn:

Argymhelliad i'r Bwrdd Arholi	**Defnyddir yn arferol pan fo un neu ragor o'r canlynol yn berthnasol:**
Dim camau i'w cymryd	● Nid yw'r ALL yn berthnasol i astudiaethau'r myfyriwr. ● Nid yw'r ALL yn ddilys ● Rhoddwyd ystyriaeth eisoes i ALL, e.e. drwy ganiatáu amser ychwanegol neu addasu asesiadau. Enghraifft: Salwch a ddigwyddodd ar ôl cyfnod asesu'r haf. Enghraifft: Salwch a effeithiodd ar arholiadau Semester 1 ond fe ganiatawyd amser ychwanegol yn yr arholiad
Ymestyn y dyddiadau cyflwyno	● Cytunir bod yr ALL yn ddilys a gofynnir i'r dysgwr gyflwyno gwaith erbyn y dyddiadau cau newydd ● Os dychwelwyd y gwaith a farciwyd i'r dysgwr, ac os gall y dysgwr sy'n gwneud cais am ALL elwa o'r adborth a roddwyd ar yr asesiad, gellir gofyn i'r dysgwr wneud asesiad gwahanol. Enghraifft: Salwch a olygodd fod y dysgwr wedi bod yn absennol o'r Coleg, gan olygu na allai gwblhau asesiad.
Dirymu'r ymgais mewn asesiad a rhoi cyfle i'r myfyriwr ail-wneud yr asesiad	● Ni roddwyd ystyriaeth eisoes i ALL ar gyfer asesiadau mewn modiwl(au) penodo ● Mae'r ALL yn berthnasol i fodiwlau penodol ac nid oes tystiolaeth eu bod wedi cael effaith ar waith ehangach. Enghraifft: Problemau Personol/Iechyd sy'n effeithio ar fodiwl/profiad gwaith proffesiynol sy'n elfen graidd o'r rhaglen.
Perfformiad gwael	● Cytunir bod yr ALL yn ddilys a chyflwynodd y dysgwr y gwaith erbyn y dyddiadau cau y cytunwyd arnynt. ● Mae'r dysgwr am i'r ALL gael eu hystyried gan Fwrdd y Modiwl a'r Bwrdd Arholi pan adolygir y cynnydd academaidd Enghraifft: Salwch a effeithiodd ar allu'r dysgwr i wneud gwaith cwrs i'r un safon â gwaith a gyflwynodd o'r blaen, er bod y dysgwr wedi cyflwyno'r gwaith erbyn y dyddiad cau.

Gall y bwrdd arholi benderfynu codi dosbarth y dyfarniad neu ohirio gwneud penderfyniad ar gyflawniad academaidd lle bo'r canlynol yn berthnasol:

Codi dosbarth y radd	● Mae'r myfyriwr wedi cael marc ffiniol. ● Ceir tystiolaeth bod yr ALL wedi effeithio ar fodiwlau penodol ychwanegol i'r rhai y rhoddwyd ystyriaeth iddynt. ● Ni ellir rhoi ystyriaeth ôl-weithredol i ALL ar lefel y modiwl e.e. oherwydd natur yr asesiad Enghraifft: Salwch a gafodd effaith ar Semester ond na chafodd ei ddiagnosio tan ar ôl y cyfnod arholi/asesu. Enghraifft: Salwch a effeithiodd ar y flwyddyn academaidd. Rhoddwyd ystyriaeth ar sail y symptomau ond gwnaed diagnosis o gyflwr difrifol ar ôl y cyfnod arholi/asesu.
Gohirio'r penderfyniad hyd nes y bydd rhagor o fanylion ar gael	● Gofynnwyd am fanylion/cadarnhad pellach o'r ALL ● Gellir gwneud penderfyniad mewn cyfarfod arall o Fwrdd Arholi (e.e. ildio'r penderfyniad o Fwrdd Arholi Lefel 5 i Fwrdd Arholi Lefel 6). Enghraifft: Mae'r dystiolaeth a ddarparwyd gan y myfyriwr yn annigonol neu mae'r myfyriwr yn aros am gadarnhad meddygol o'r ALL.

Os caiff amgylchiadau lliniarol eu cymeradwyo gweithredir yn unol â rheolau a rheoliadau'r Brifysgol/Corff Dyfarnu. Yn yr wythnos sy'n dilyn cyfarfod o'r Bwrdd Amgylchiadau Lliniarol bydd y myfyrwyr a'r tîm addysgu yn cael eu hysbysu am y canlyniad drwy e-bost. Bydd cofnodion y Byrddau'n ffurfio rhan o'r dogfennau y bydd Cadeiryddion, Dilyswyr Allanol ac Arholwyr yn eu derbyn cyn y Byrddau Arholi.

Ceisiadau gan staff

Dylai Arweinyddion Maes Rhaglen annog y dysgwr i drafod eu hamgylchiadau gyda'u rheolwr, lle bo hynny'n addas, fel y gellir trefnu cymorth a chefnogaeth briodol. Os yw'n berthnasol, bydd y Panel Amgylchiadau Eithriadol yn cyfeirio'r ymgeisydd at CareFirst ac yn hysbysu'r Rheolwr ac Adnoddau Dynol os oes angen cefnogaeth ychwanegol gan GLlM.

Apeliadau:

Os bydd y myfyriwr yn dymuno apelio yn erbyn cais a wrthodwyd, rhaid cyflwyno apêl ysgrifenedig i'r Cydlynydd Sicrhau Ansawdd o fewn 10 diwrnod gwaith o'r dyddiad a nodwyd yn eu llythyr yn rhannu'r canlyniad. Ni ystyrir bod hysbysiad syml o rybudd i apelio a wneir gan y myfyriwr o fewn y terfyn amser uchod yn gyfwerth ag Apêl briodol ac ni chaiff ei dderbyn.

Ar ôl derbyn apêl, bydd y Pennaeth Cynorthwyol sydd â chyfrifoldeb am AU yng Ngrŵp Llandrillo Menai (nad ydw wedi ymwneud â'r achos o'r blaen) yn ymgynghori, os yw hynny'n berthnasol i amgylchiadau'r achos, â Chadeirydd y Panel dan sylw. Bydd yn ofynnol i Bennaeth Cynorthwyol (nad yw wedi ymwneud â'r achos o'r blaen), wrthod apêl sy'n:

- Seiliedig ar ffactorau a oedd yn hysbys i'r Panel pan benderfynwyd gwrthod y cais;
- Cyflwyno gwybodaeth a oedd yn hysbys i'r myfyriwr, ac y gallai fod wedi ei dwyn i sylw'r Panel cyn y cyfarfod.

Os caiff yr apêl ei derbyn, ymdrinnir â hi'n unol â gweithdrefn apelio'r corff dyfarnu.

Ceisiadau Ôl-weithredol:

Fel arfer ni chaiff honiadau ôl-weithredol am amgylchiadau lliniarol eu hystyried, oni bai bod rhesymau eithriadol iawn dros wneud hynny. Fel arfer byddai hyn oherwydd bod myfyriwr wedi methu â datgelu'r amgylchiadau ymlaen

llaw oherwydd mai newydd gael ei wneud y mae'r diagnosis o gyflwr meddygol. Oni bai am yr amgylchiadau eithriadol a nodir uchod ni fydd ceisiadau am amgylchiadau lliniarol sy'n cael eu cyflwyno'n ôl-weithredol yn cael eu hystyried yn ddilys.

Asesiadau Cyfeiriedig:

Os bydd yn ofynnol i fyfyrwyr gyflawni asesiadau cyfeiriedig dros yr haf a bod amgylchiadau lliniarol yn effeithio arnynt bydd rhaid iddynt gyflwyno ffurflen newydd ar gyfer y cyfnod hwn. Dylid eu paratoi ar gyfer y Bwrdd Amgylchiadau Lliniarol Cyfeiriedig fydd yn penderfynu a fydd angen ailsefyll modiwlau cyfeiriedig, na chyflawnwyd erbyn diwedd y flwyddyn academaidd, yn ystod y flwyddyn academaidd nesaf. Gall hyn olygu na fyddant yn mynd ymlaen i ran nesaf eu rhaglen neu'n graddio tan ddiwedd y flwyddyn academaidd nesaf. Ystyrir pob achos yn unigol.

Cwynion:

Os bydd myfyrwyr yn parhau'n anfodlon mae ganddynt yr hawl i apelio yn erbyn penderfyniad y Bwrdd drwy Weithdrefn Gwyno Grŵp Llandrillo Menai.

Extenuating Circumstances Policy

Who does this Policy Apply to?

This policy applies to students undertaking HE programmes which GLLM have been validated to deliver by the following HE awarding organisations;

- HE programmes validated by Bangor University for delivery by Grwp Llandrillo Menai
- Edexcel/Pearson

Students undertaking HE programmes awarded by other institutions should review the policies and procedures which are available in the Programme VLE or Handbook and awarding organisation website.

Purpose of the Policy

Students who are completing Higher Education programmes at Grŵp Llandrillo Menai should make every effort to ensure they are fit to study and undertake assessment as directed by the lecturing team. Students are also expected to make every effort to comply with assessment deadlines and complete the programme they are enrolled on within the timeframe expected. However, Grŵp Llandrillo Menai recognises there are times when a student will face adverse difficulties that will affect their academic progress.

The appropriate management of extenuating circumstances affecting students' study and assessment is significant in ensuring that academic standards are maintained and that students perceive that they are being treated fairly.

Policy Statement

Students are responsible for reporting any special/extenuating circumstances that may affect their results in a timely manner, using the relevant Extenuating Circumstances Procedure for the awarding institution. Grŵp Llandrillo Menai operates an evidence-based approach which will be considered through an Extenuating Circumstances Panel, to ensure that any claims for Extenuating Circumstances are treated fairly and equally. Students who demonstrate extenuating circumstances should not be unduly disadvantaged or advantaged over other students. The timing of the circumstances must be relevant to the claimed impact. Wherever possible, reasonable adjustments should be made to allow students to attend teaching activities and to complete coursework.

Implementation

The Extenuating Circumstances Panel will meet regularly throughout the academic year at times when assessment deadlines are imminent. Notices will be posted in Programme Areas and Programme Leaders will inform students of the dates of Panel. The policy will be implemented through the Extenuating Circumstances Procedure and which will be used by the Panel to make a decision on the evidence supplied. The decision of the Panel will be made known to students within 5 working days of the Panel sitting.

Monitoring and Impact Measurement

The Extenuating Circumstances Policy is monitored and enhanced bi-annually after the September Resit Examination Boards by the Higher Education Quality and Standards Group.

Publication of Policy

This policy will be made publicly available bilingually on the Grŵp website and will be available to all members of staff via the Grŵp intranet.

Policy approved by: Tîm Polisi
Approval date: June 2023
Policy review Date: August 2025

Grŵp Llandrillo Menai

Extenuating Circumstances Policy

Students are responsible for reporting any special/extenuating circumstances (such as ill-health, bereavement or personal circumstances) which may affect their results. Such circumstances must be reported as soon as is **practically** possible. Where a student feels that there are circumstances that are affecting them adversely it is their responsibility to seek professional help, where relevant, to assist in resolving the problem.

Extenuating Circumstances are circumstances that:

- affect the student's ability to attend or complete an assessment or a number of assessments;
- affect the student’s ability to attend or complete an examination or a number of examinations;
- affect the student's ability to complete a level, or the number of modules they are enrolled on in an academic year (i.e. when a student requests to transfer mode of study e.g. from full-time to part-time);
- are exceptional;
- are outside their control;
- can be corroborated by independent evidence;

These circumstances must have occurred during or shortly before the assessment / examination in question.

Examples of circumstances which might be considered valid are:

- Hospitalisation, including operations;
- Health problems;
- Personal or psychological problems for which the student is undergoing counselling or has been referred to a counsellor or other qualified practitioner;
- Childbirth (including a partner in labour);
- Bereavement causing significant impact/effect;
- Major accident or injury, acute ailments or conditions which coincide with an assessment deadline or an examination or test, or are sufficiently long-lasting to impact on a significant part of a term;
- Clinical depression or other mental health problem;
- Recent burglary/theft/serious car accident;
- Jury service which cannot be deferred;
- Late diagnosis of, for example, dyslexia, resulting in no support or examination provision;
- Separation or divorce - student or parental (provided the facts and the effects are independently corroborated).
- Accidents or illness affecting immediate relatives

Note: this list is for guidance purposes and should not be taken as an exhaustive list of valid circumstances

Evidence requirements:

For equity and transparency purposes, applications for extenuating circumstances must be evidence based and judged by a panel within clearly defined guidelines. A statement from a parent/guardian/spouse/partner will not normally be accepted as independent corroboration. Similarly, a statement from an academic member of staff will not normally be accepted without the additional supporting documentary evidence.

Independent evidence is required to accompany any application, this can include: Death certificates, Medical certificates, GP letters or Legal Notices. Any application without one form of independent evidence will be returned to the student with a notification of what is still required.

Medical certificates are acceptable if they:

- Are signed by a medical practitioner who has seen the student during or immediately after a period of illness;
- Indicate the date(s) when the student sought assistance;
- Provide sufficient detail without breaching confidentiality of the nature and seriousness of circumstances;
- Indicate the degree and duration of any incapacity;
- Medical certificates signed by family members are not acceptable;

Non-medical circumstances (e.g. bereavement) may be reported in writing, with a description of the circumstances, when they occurred and, wherever possible, their duration.

Boards of Examiners have the right to ask for additional information about extenuating circumstances if original documentation is not adequate or if the circumstances reported are not considered serious enough to warrant special consideration.

Examples of circumstances which would not normally be considered valid:

- Car broke down, train/bus delayed or cancelled, other public transport problems (unless the student can demonstrate that he or she had allowed adequate time to compensate for such problems as might reasonably have been anticipated)
- Child care problems which could have been anticipated
- Accidents or illness affecting friends (unless serious, or the student is a sole carer)
- Unspecified anxiety, mild depression or examination stress
- Cough, cold, upper respiratory tract Infection, sore throat, minor viral infection, unless the illness was at its peak at the time of an examination, end-of-module test or in-class test and the corroborating evidence refers to the impact on the student's performance
- Financial problems (other than cases of exceptional hardship)
- Holidays, house moves, family celebrations or other events where the student either has control over the
    - date or may choose not to participate
- Computer problems, corrupt data, disk or printer failure or similar, internet and WIFI.
- Problems with postal delivery of work (unless recorded delivery or registered mail)
- Time management problems (e.g. completing deadlines)
- Appointments (legal, medical etc) which could be rearranged
- Territorial Army commitments or similar (unless unavoidable)
- Sporting or recreational commitments (unless the student is representing GLLM in national competition or representing his/her country in international competition)
- De-registration

Note: this list is for guidance purposes, the Panel will consider the validity of each application on an individual basis.

Application Process:

If a student attends a module but is unable to sit examinations or complete coursework because of extenuating circumstances, the student may either:

Sit a supplementary examination or complete coursework before the meeting of the Board of Examiners.

or

Sit a supplementary examination or complete coursework as a first attempt before or during the re-sit examination period.

The student must initially inform the Programme Leader that they will be unable to meet the deadline and request consideration for Extenuating Circumstances, if necessary. The Programme Leader can then provide support to the student to ensure they are aware of the process, the possible outcomes and, where feasible, identify support that would help the student towards completing the course work. The student will be referred to the Student Support Services offered by Grŵp Llandrillo Menai and will be informed of the services available by a member of the Student Support Team, who can help them independently with the Extenuating Circumstances procedure, if required.

Application Deadlines:

The student must apply by filling in the Extenuating Circumstances Form, accessed from the HE Policies website. The deadlines for applications are communicated to students via their programme Moodle page and via the course teaching teams. Deadlines are usually set one week prior to any Extenuating Circumstances Panel meeting.

The Extenuating Circumstances Form and supporting evidence must be submitted by the appropriate deadline. Any applications that are received after the deadline will not be considered by the Panel.

Wherever possible students must submit their applications at the earliest opportunity, where applications are received which include reference to assessments that were due more than a month prior to the Panel meeting, an explanation will be required from the student as to why the application was not submitted on time. The Panel may decline the application or impose a late penalty in such cases.

Extenuating Circumstances Panel:

All the applications and independent evidence is collated by Quality Assurance Co-ordinator and an overview of each case is presented to the Panel.

The Panel will consist of:

- The Director for Quality & Curriculum (who will act as chair)
- Quality Assurance Manager (who may act as Chair if required)
- A Learner Services Manager
- Quality Assurance Coordinator
- The appropriate Programme Leader

The applications will be considered by the Extenuating Circumstances Panel based on the following:

- the amount of work affected by the circumstances;
- the length of time the circumstances will affect the student's work
- if they need any further support in order to complete outstanding work and
- where a student requests a change to their mode of study.

To pass a module students are required to meet specific learning outcomes. The Extenuating Circumstances Panel will make recommendations to the Examination Board who must be satisfied that specific learning outcomes have been achieved prior to allowing a student to progress to the next stage or making an award. The decision of the Examination Board will be categorised as follows:

Recommendation to Board of Examiners	Typically used when one or more of the following apply:
No action	● ECs are not related to the student's studies. ● ECs are not valid ● Allowances for ECs already made, e.g. by allowing extra time or modified form of assessments. Example: Illness that occurred after the summer assessment period. Example: Illness that affected Semester 1 examinations but extra time was allowed in the examinations
Extension to submission dates	● ECs are agreed to be valid and require the learner to submit work by new deadlines ● If marked work has been returned to students and the learner requesting EC's would benefit from assessment feedback the learner may be asked to complete a different assessment. Example: Illness which resulted in non-attendance at College that meant the learner could not complete an assessment.
Make an assessment attempt 'null and void' and allow an opportunity to repeat the assessment	● Allowances for ECs have not already been made for assessments within specific module(s) ● ECs apply to specific modules and there is no evidence that they had an impact beyond those specific modules. Example: Personal/Health problems affecting a professional placement/module that is a core element of the programme.
Poor performance	● ECs are agreed to be valid and the learner submitted work by agreed deadlines ● The learner wants EC's to be considered by Module and Examination Boards when academic progress is reviewed Example: Illness affected a learner's ability to undertake coursework to the same standard as previously submitted work, although the learner did submit work by the deadline.

The board of examiners may decide to increase the award class or defer a decision on academic achievement where the following apply:

Increase degree class	● Allowances for ECs cannot be made retrospectively at module level e.g. because of the form of assessment ● The student has a borderline mark. ● There is evidence that the ECs had an impact beyond specific modules in which allowances were made. Example: Illness that affected a Semester but that was diagnosed after the examination/assessment period. Example: Illness that affected the academic year. Allowances were made on the basis of symptoms but a severe condition was diagnosed after the examination/assessment period.
Defer decision until further details are available	● Further details/confirmation of the ECs have been requested ● A decision can be made at another Board of Examiners meeting (e.g. deferral from a Level 5 Board to a Level 6 (final) Board of Examiners) Example: Evidence provided by the student is insufficient or the student is waiting for medical confirmation of ECs.

As a result of an approved extenuating circumstances the action taken will be in accordance with the University Partner/Awarding Bodies rules and regulations.

In the week following an Extenuating Circumstances Panel, the students and teaching team will receive notification of the outcomes by email. A summary of the Panel meetings will form part of the documentation that Chairs and External Moderators and Examiners receive prior to the Examination Boards.

Staff Applications

Programme Leaders should encourage the learner to discuss their circumstances with their manager, where suitable, so appropriate support can be put in place. If relevant, the EC Panel will refer the applicant to CareFirst and inform the Manager and HR if additional support is required from GLLM.

Appeals:

If the student wishes to appeal against an application that has been rejected they must submit a written appeal to the Quality Assurance Co-ordinator within 10 working days from the date noted in their outcome letter. Simple notice of appeal given in writing by a student within the above deadline shall not be deemed to constitute an appeal proper and shall not be accepted.

On receipt of an appeal, the Assistant Principal for HE at Grŵp Llandrillo Menai (who will not previously be involved in the case) shall, where appropriate to the circumstances of the case, consult the Chair of the Panel concerned.

An Assistant Principal (who will be a person not previously involved in the case), is required to disallow an appeal which:

- Is based on factors which were known to the Panel when the decision to reject the application was made;
- Introduces information which was known to, and could have been reported by the student prior to the meeting of the Panel.

If the appeal is accepted, it shall be dealt with under the awarding institution's Appeal procedure.

Retrospective Claims:

Retrospective claims of extenuating circumstances will not normally be considered unless there were the most exceptional reasons for not doing so. This would normally only be because the student was unable to disclose the circumstances in advance because a medical condition has only just been diagnosed. Please note that unless there are exceptional circumstances as detailed above, extenuating circumstance claims which are submitted retrospectively will be deemed to be invalid.

Referred Assessments:

If a student is required to undertake referred assessments during the summer period and are affected by extenuating circumstances during this time, they must submit a new claim form to cover this period. They should be prepared for the Referred Extenuating Circumstances Panel to decide that referred modules, not achieved by the end of the academic year.

Complaints:

If the student is still not satisfied, they have the right to appeal any judgement the Panel has made via the Grŵp Llandrillo Menai Complaints Procedure.

Grŵp Llandrillo Menai

Asesiad o'r Effaith ar Gydraddoldeb
Equality Impact Assessment

Cwblhawyd yr asesiad gan: **Assessment completed by:**	Gwennan Richards	**Dyddiad:** **Dated:**	15/05/2023

Ystyriaeth **Consideration**	**Ymateb** **Response**	**Gofynion / rheoliadau arbennig** **Special requirements / controls**
Pa grwpiau a warchodir a allai fod dan anfantais yn sgil y polisi neu'r broses? Which protected groups might be disadvantaged by the policy/process?	Ni fydd unrhyw grwpiau a warchodir dan anfantais yn sgil y polisi hwn. Nod y polisi yw sicrhau na ddylai myfyrwyr sy'n dioddef amgylchiadau lliniarol gael eu rhoi o dan anfantais. Mae'r polisi yn nodi y bydd y Grŵp yn dilyn trefn sy'n seiliedig ar gyflwyno tystiolaeth i'r Panel Amgylchiadau Lliniarol er mwyn sicrhau bod unrhyw geisiadau ynghylch amgylchiadau lliniarol yn cael eu trin yn gyfartal a theg. No protected groups will be disadvantaged by this policy. The policy aims to ensure all students who demonstrate extenuating circumstances are not be unduly disadvantaged. The policy outlines the evidence based approach to be taken by the Grŵp's Extenuating Circumstances Panel to ensure all applications are treated fairly and equally.	
Pa grwpiau a warchodir a allai gael budd o'r polisi neu'r broses? Which protected groups might benefit from the policy/process?	Bydd y polisi o fudd i'r holl grwpiau gwarchodedig. Mae'r rhestr 'Enghreifftiau o amgylchiadau a allai gael eu hystyried yn ddilys' yn cynnwys nifer o enghreifftiau a fyddai'n diogelu y rhai hynny mewn grwpiau gwarchodedig. Yn ogystal, pwysleisir yn y Polisi mai arweiniad yn unig yw'r rhestr hon; bydd y Panel yn ystyried dilysrwydd pob cais ar sail unigol gan gynnig mwy o ddulliau diogelu i'r rhai hynny sydd â nodweddion gwarchodedig. The policy will benefit all protected	

	groups. The 'Examples of circumstances which might be considered valid' list contains a number of examples that would provide protection for those in protected groups. The policy also highlights that this list is for guidance purposes only and the Panel will consider the validity of each application on an individual basis, providing further protection to those with protected characteristics.	
A yw'r polisi'n hyrwyddo cydraddoldeb ac yn meithrin cysylltiadau da? Does the policy advance equality and foster good relations?	Ydy. Mae'r polisi yn nodi y bydd y Grŵp yn dilyn trefn sy'n seiliedig ar gyflwyno tystiolaeth i'r Panel Amgylchiadau Lliniarol er mwyn sicrhau bod unrhyw geisiadau ynghylch amgylchiadau lliniarol yn cael eu trin yn gyfartal a theg. Yes. The policy outlines the evidence based approach to be taken by the Grŵp's Extenuating Circumstances Panel to ensure all applications are treated fairly and equally.	
A allai unrhyw ran o'r broses wahaniaethu'n anghyfreithlon? Could any part of the process discriminate unlawfully?	Nid os cedwir yn llawn at y polisi Not if the policy is fully adhered to	
A oes polisïau eraill y mae angen eu newid er mwyn ategu effeithiolrwydd yr un hwn? Are there any other policies that need to change to support the effectiveness of this one?	Na No	
Casgliad Conclusion	Parhau â'r polisi neu'r weithdrefn Continue the policy or procedure	

LLOFNODWYD: **SIGNED:**		**Dyddiad:** **Date:**	15/05/2023

Asesiad o'r Effaith ar y Gymraeg
Welsh Language Impact Assessment

Cwblhawyd yr asesiad gan: Assessment completed by:	Gwennan Richards	Dyddiad: Dated:	21/01/2022

Ystyriaeth Consideration	Ymateb Response	Gofynion / rheoliadau arbennig Special requirements / controls
Pa effeithiau cadarnhaol gaiff gweithredu'r polisi neu'r weithdrefn ar y defnydd o'r Gymraeg? What positive effects will the implementation of the policy or procedure have on the use of Welsh language?	Nod y polisi yw sicrhau na ddylai myfyrwyr sy'n dioddef amgylchiadau lliniarol gael eu rhoi o dan anfantais. Mae modd i unrhyw fyfyriwr sydd am wneud cais am Ystyriaeth i Amgylchiadau Lliniarol wneud hynny yn Gymraeg os ydynt yn dymuno gwneud hynny. Dylai'r ffurflen gais am ystyriaeth i amgylchiadau lliniarol fod ar gael yn Gymraeg a'r Saesneg. Mae modd lawrlwytho'r ddwy ffurflen ar wefan y Grŵp. Mae'r polisi ar gael yn ddwyieithog hefyd. Bydd unrhyw fyfyriwr sy'n cyflwyno cais am ystyriaeth i amgylchiadau lliniarol yn Gymraeg, neu sydd eisoes wedi mynegi dymuniad i dderbyn gohebiaeth gan y Coleg yn Gymraeg, yn cael eu hysbysu o'r canlyniad yn Gymraeg. Mae hyn hefyd yn wir yn achos y broses apelio. This policy aims to ensure all students who demonstrate extenuating circumstances are not be unduly disadvantaged. Any student applying for extenuating circumstances can do so in Welsh should they choose. The extenuating circumstances application form is available in both Welsh and English, and both can be downloaded from the Grŵp's website. The policy is also published bilingually. Any student who submits an extenuating circumstances form in Welsh, or who has previously expressed they wish to receive correspondence from the	Sicrhau bod unrhyw geisiadau am ystyriaeth i amgylchiadau lliniarol neu apeliadau a gyflwynwyd yn Gymraeg yn cael eu hateb yn Gymraeg. Sicrhau bod unrhyw fyfyriwr sydd eisoes wedi nodi eu bod yn dymuno derbyn gohebiaeth yn Gymraeg, yn cael ateb yn Gymraeg. Ensure any extenuating circumstances applications or appeals submitted in Welsh are replied to in Welsh. Ensure that any student who has previously indicated they wish to receive correspondence in Welsh are provided with a Welsh reply

	college in Welsh, will receive notification of the outcome of their application in Welsh. The same applies to the appeals process.	
Pa effeithiau negyddol gaiff gweithredu'r polisi neu'r weithdrefn ar y defnydd o'r Gymraeg? What negative effects will the implementation of the policy or procedure have on the use of Welsh language?	Ni chredir y bydd y polisi'n cael unrhyw effaith negyddol ar y Gymraeg. It is not anticipated this policy will have any negative effects on the use of the Welsh language.	
A oes digon o staff sy'n siarad Cymraeg ar gael i weithredu'r polisi neu'r weithdrefn? Are there sufficient Welsh-speaking staff available to implement the policy or procedure?	Oes, mae digon o staff sy'n siarad Cymraeg i sicrhau bod unrhyw geisiadau neu apeliadau a gaiff eu cyflwyno'n Gymraeg yn derbyn ymateb yn Gymraeg. Yn ogystal, mae'r tîm cyfieithu ar gael i gefnogi pe bai angen cyfieithu unrhyw ddogfennau sy'n ymwneud â cheisiadau neu apeliadau o ran amgylchiadau lliniarol. Yes, there are sufficient Welsh-speaking staff to ensure any Welsh applications or appeals can be dealt with and replied to in Welsh. The translation team are also available to support should there be a need to translate any documents relating to extenuating circumstances applications or appeals.	
Os nad oes, pa gamau a gymerir i sicrhau bod digon o staff ar gael, ac erbyn pryd? If not, what steps will be taken to ensure that sufficient staff are available, and by when?	n/a	
A yw'r polisi neu'r weithdrefn yn cydymffurfio â Chynllun Iaith Gymraeg/Strategaeth Iaith Grŵp Llandrillo Menai? Does the policy or procedure comply	Ydy yes	

with Grŵp Llandrillo Menai's Welsh Language Schemes/Language Strategy?		
Casgliad Conclusion	Parhau â'r polisi neu'r weithdrefn Continue the policy or procedure	

LLOFNODWYD: **SIGNED:**		**Dyddiad** **Dated:**	15/05/2023

Grŵp Llandrillo Menai

Asesiad o'r Effaith ar Gynaliadwyedd
Sustainability Impact Assessment

Cwblhawyd yr asesiad gan: Assessment completed by:	Lisa Fowlie	Dyddiad: Dated:	31/05/2023

Ystyriaeth Consideration	Ymateb Response	Gofynion / rheoliadau arbennig Special requirements / controls
How will this policy impact upon the Grŵp's sustainability strategy? Sut fydd y polisi hwn yn effeithio ar strategaeth cynaliadwyedd y Grŵp?	This policy aims to ensure all students who demonstrate extenuating circumstances are not unduly disadvantaged. This policy should not have an impact on the Grŵp Sustainability and Environmental Policy.	
Casgliad: **Conclusion:**	Continue the Policy and process	

LLOFNODWYD: SIGNED:	Lisa Fowlie	Dyddiad: Dated:	31/05/2023