Failure To Submit Report - Policy

1. Where a candidate has failed to submit his/her report within the 8 weeks timescale, the candidate is deemed not to have achieved the criterion:

   Present evidence related to fire investigations in court and at other hearings 4/3.1 – "respond promptly to any warnings, citations or notifications received from courts or other hearings."

2. Candidates will have been warned of the importance of this criterion in the Candidate's Guide and by the verbal briefing given at Stage 1 of their assessment.

3. Candidates will not receive email reminders prior to or following deadlines to submissions.

Extenuating circumstances – Notification Prior to the Deadline

4. Candidates will have the opportunity to defer the submission of their report by applying for an extension in writing/email to GATR administration up to the date of their submission (prior to the deadline) stating their reason for the extension.

5. The Head of Centre in conjunction with the primary assessor will consider the application and a decision will be reached which will be passed on to the candidate. A maximum of one extension per candidate may be granted.

Extenuating circumstances – Notification Following the Deadline

6. In the event of a candidate notifying the Centre that they would like an extension **following** the 8-week deadline, the primary assessor and Head of Centre may grant an extension only in extenuating circumstances. This extension will only be for a further 8 weeks. No additional extensions will be granted.

7. When a candidate fails to submit a report after 16 weeks (or following agreed extension times) a notice to the candidate informing them they have failed the assessment and an action plan will be sent to them. The assessment process will be cancelled and the candidate will have to retake Stage 1 at his or her own cost.

8. Reference should be made to **Criminal Procedures Rules 2015 Expert's duty to the court Sect.19.2.**