



# **REGULATIONS AND PROCEDURES FOR THE SUBMISSION AND CONSIDERATION OF MITIGATING CIRCUMSTANCES**

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**REGULATIONS AND PROCEDURES FOR THE SUBMISSION AND  
CONSIDERATION OF MITIGATING CIRCUMSTANCES EVIDENCE TO SUPPORT  
POOR PERFORMANCE IN ASSESSMENT**



experiencing a temporary and serious incapacitating medical condition that may have directly affected the ability to attend or complete an assessment or to perform to the full extent of their ability.

8. If a student believes he/she is in the above category, then any medical certificates/letters to support mitigating circumstances must:
- relate specifically to the dates and duration of the illness;
  - be signed by hand on *bona fide* headed paper from the specialist or doctor's surgery (appointment cards are not sufficient evidence);
  - contain a clear medical diagnosis or opinion and not merely report a claim that a student felt unwell and/or had reason to believe he/she were ill at some point in the past. It may therefore be difficult to obtain a medical certificate after an illness is over and such evidence is less likely to be considered as valid.

Please note that:

- doctors are entitled to charge for any medical certificates or notes they provide;
- doctors do not always provide certificates for *short* periods of illness;
- doctors might not provide certificates *after* illness has ended, because after recovery it might be impossible to know that a student had been ill.

## PERSONAL/CONFIDENTIAL CIRCUMSTANCES

9. In some cases circumstances may be viewed as **unusually delicate or personal nature** by a student and a request can be made for these to be viewed by the Chair of the Mitigating Circumstances Panel only (by ticking the appropriate box on the Mitigating Circumstances envelope).
10. It should be noted however that the Chair of the relevant Mitigating Circumstances Panel will always need to see the evidence submitted and that the Chair(s) and External Examiner(s) of the relevant Assessment Boards may need to be informed, in confidence, of the general nature of the circumstances to be able to assess their impact and thereby help the Assessment Board to arrive at an appropriate course of action.

## HOW TO SUBMIT EVIDENCE OF MITIGATING CIRCUMSTANCES

13. Mitigating circumstances claims and documentation are considered by Mitigating Circumstances Panels. Mitigating Circumstances Panels meet regularly and notify their decisions to Assessment Boards.
14. If, after considering the above guidelines, a student wishes the Panel to consider his/her mitigating circumstances. He/she will need to
- complete a Mitigating Circumstances envelope in as much detail as possible: it is available from the Student Centre (or the Local Administrator, if the student is studying at an Off-Campus Partner).

- include a signed and dated letter, together with documentary evidence of circumstances and assessment deadlines, and submit the completed envelope with details to the Student Centre (or the Local Administrator, if the student is studying at an Off-Campus Partner).
  - submit the envelope and accompanying evidence **as far as possible in advance but no later than the deadline date** published on the University Calendar.
15. Each claim submitted in accordance with the procedures and timescales in these regulations will be considered on **one occasion only** by the Mitigating Circumstances Panel. Therefore another claim with supporting documentation must be completed and submitted by the published deadline should mitigating circumstances subsequently affect the same or further assessments, whether or not they were not listed on any previous claim.
16. ***Mitigating Circumstances relating to coursework assessment.*** It should be noted however that the University has separate procedures for extension requests which are for minor issues which may merit limited extension. Therefore if there is time to prevent a potentially poor performance, it may be more appropriate to use the extension request procedure (outlined in the assessment regulations) rather than submit

- Circumstances which students are expected to cope with as part of a properly managed workload, or as part of the normal routine difficulties and upsetting aspects of life which may unfortunately occur (see section 4 above);
  - Circumstances which are not formally notified using a Mitigating Circumstances envelope, with appropriate documentary evidence;
22. Mitigating Circumstances Panels only make decisions about coursework assessments and/or examinations listed on the Mitigating Circumstances envelope. Minutes are not taken of the discussions of Mitigating Circumstances Panels – only the decisions are recorded. Panels communicate their decisions to the relevant Assessment Boards.
23. When mitigation has been accepted and a student has not passed the affected module, Assessment Boards will normally also arrange an assessment or module to be retaken without further penalty.

## MITIGATING CIRCUMSTANCES PROCEDURES