



REGULATIONS AND PROCEDURES FOR THE SUBMISSION AND

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

PREAMBLE

The University recognises that there may be times when, through no fault of their own and despite managing learning and assessment appropriately, students may find it impossible to attend an examination or other assessment activity, or to complete an assessment, or to perform to the full extent of their ability because of a serious and unforeseen event. In such instances the University's intention is to respond sympathetically and deal with the situation and redress the assessment shortfall.

The following regulations and procedures set out the framework for the submission and consideration of such circumstances.

INTRODUCTION

1. All students have a responsibility to manage their learning, revision and assessment activities throughout the whole duration of each semester or assessment period. It is therefore essential that they carefully plan and manage workloads throughout this time, and do not leave too much coursework, learning, revision or similar activities to be undertaken until too late in the semester or assessment period. Similarly, when examinations or other time-constrained assessment are to be taken at the end of a semester or other period, they should conduct revision throughout the semester or period, and not limit it to the period shortly before sitting examinations or other time-constrained assessments.
2. It is also essential to recognise that many mild illnesses and routinely difficult or upsetting events do occur in life, and that it is a normal part of life to have to manage these and continue with work or study. Therefore students must realise that **many such difficulties are not normally accepted by the University in mitigation** for non-completion or poor performance in assessment activities.
- 3.

Whilst evidence of long-standing, managed conditions or illnesses is not normally considered acceptable mitigation (see 6 below), it is however possible that such conditions or illnesses might sometimes 'flare up' despite continuous treatment, e.g. ongoing, long term, clinically diagnosed mental ill health, and evidence of such temporary changes and their effects might then be admissible in mitigation.

4. **Circumstances which would not normally be acceptable are those where a student could reasonably have avoided the situation, or acted to limit the impact of the circumstances.**

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 be viewed a(1e)3(t)-3(o kno)]TJETd21 460.26 464.02 Tm0

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 mitigating circumstances. This however will depend on the severity and nature of the circumstances.
18. Note the following important points:

Only claims made by a student in writing, following the procedures, will be considered. Apart from results profiles, this is all the evidence Panels will have and presentation by tutors of anecdotal, oral evidence will not be permitted. (Only if a student is incapable of making his/her own claim will a written claim made by a third party on his/her behalf be accepted.)

It is important to provide full details in the covering letter, and to complete the information on the envelope fully.

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;

MITIGATING CIRCUMSTANCES PROCEDURES	
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Document history (e.g. rationale for and dates of previous amendments)	Minor changes to nomenclature.