

## **Mitigation Panel Terms of Reference**

The College recognises that students may suffer from a sudden illness, or other serious and unforeseen event or set of circumstances, which adversely affects their ability to complete or submit assessment or prevented from attending or completing a formal assessment component. These are known as extenuating circumstances.

### **The Mitigation Panel is responsible for:**

- Ensuring students are fully aware of the mitigation process and how and when they can request an extension or apply for mitigation.
- Ensuring that each submission is considered in a fair and equitable manner and in accordance with approved regulations.

### **Schedule**

The College is required to schedule a mitigation panel meeting once per semester to consider the requests for mitigation submitted by students. In exceptional cases other meetings will be arranged.

### **Membership**

- Senior member of academic staff nominated to Chair the Panel
- Two experienced members of academic or senior support staff external to the area in which the students are located
- Secretary to the Panel (in attendance)
- University representative if required

### **Terms of Reference**

The College will appoint a College Mitigation Co-ordinator.

The Mitigation Co-ordinator will attend the mitigation panel to present extenuating circumstances submissions on behalf of the students.

The Mitigation Co-ordinator will schedule the meetings, minute and record the outcomes and submit them to the Board of Examiners.

The Mitigation Co-ordinator inform students of the location to which extenuating circumstances should be submitted. On completion of the panel meeting, students will be notified of the outcomes and decisions that affect them.

The Mitigation Panel is required to:

- Categorise the seriousness of the extenuating circumstances presented

The Mitigation Panel will make a report, by student, to the relevant Board of Examiners, as follows:

- Assessments affected
- Category of seriousness
- All extensions and authorised absences granted by the Award Leader