

INFORMATION FOR STUDENTS

Extenuating Circumstances and Mitigation

WHAT DO WE MEAN BY EXTENUATING CIRCUMSTANCES AND MITIGATION?

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.

If the College agrees that these circumstances have affected your performance then it will provide a specific remedy. This remedial action is called **Mitigation**.

HOW DOES THIS WORK?

There are two main types of circumstance:

Difficulties in the completion of coursework assignments, such as late submission of coursework or non-submission of coursework

- Possible remedy – the Board of Examiners will take this into account when they award your marks

Missed examinations, practical assessments, presentations, etc.

- Possible remedy – deferral (A deferral is the opportunity to take the exam or other assessment at the next opportunity without penalty)

What do I need to do?

- Follow the more detailed Student Guide to Mitigating Circumstances & Mitigation (available on Moodle or from your Award Leader)
- Fully complete the relevant forms explaining your circumstances in writing within the allocated timescales
- Provide formal evidence that fully supports your request

If you are unsure then it is best to seek advice and support from your tutor, Learner Services, or a member of the ASK team.

REQUEST TO A BOARD OF EXAMINERS

This takes place after your assessments have been completed, or the date for submission has passed. You need to submit your request as soon as you can; and must do so within the deadline for submission. Your tutor will have details of this.

Your request goes to a **Mitigation Panel** of experienced academic staff. The Panel will consider your submission and make recommendations to the Board of Examiners. **The precise nature of your circumstances will not be disclosed to anyone else.**

If Mitigation is recommended (which is not guaranteed), the **Board of Examiners** then agrees or confirms a course of action.

Normally the Board will agree a deferral in the assignments affected.

Under exceptional circumstances, it may agree to take other action, like giving you a mark for the work.

If I get a deferral from the Mitigation Panel during the academic year can I also submit details of my extenuating circumstances to the Board of Examiners?

No, this would be giving double consideration to your circumstances and would not be fair to others. The only exception to this is if the original problem continues for a long period.

Can I just skip this, and request an Appeal Hearing?

No, only in the most exceptional cases will this be permitted. Appeals can only be raised in relation to the process of the assessment, and not against anything else. For more information on academic appeals, see the *Academic Appeals Policy and Procedure* (available on Moodle).

HELP?

If you need more help, information or advice, contact one of the following:

- Academic staff (your personal award leader, tutor, module tutor or course leader)
- Learner Services (A Floor)
- Quality Systems Co-ordinator/Mitigation Co-ordinator (C Floor)
- You may also find it helpful to refer to the *Student Guide to Mitigating Circumstances & Mitigation*, available on Moodle