

Student Guide to Mitigating Circumstances and Mitigation 2015-16

Contents

- 1 Introduction
- 2 Fit to sit/ Fit to submit
- 3 Mitigation?
- 4 Student responsibilities
- 5 Timescales
- 6 Evidence– examples of what is and isn't acceptable
- 7 Mitigation Panel Outcomes and Notification
- 8 Advice and Further Guidance

Appendix A Request for Mitigation Form (with guidance notes)

1 Introduction

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 mitigating circumstances.

You may submit your circumstances to request mitigation to lessen the harmful effect of your mitigating circumstances on your assessment outcomes. All requests will be treated confidentially. You are advised to read this guidance document so that you are fully aware of your responsibilities and what is and is not acceptable.

2 Fit to Sit / Submit

The College's Mitigating Circumstances regulations are based on the Fit to Sit/Submit principle. This means that when you take assessment you are declaring yourself fit to take the assessment. If you are not fit to take assessment then you may wish to apply for your mitigating circumstances to be considered by your Award Leader – see section 3 for details of how to do this. Any claim for mitigating circumstances to be considered in relation to assessment would not, normally, be considered when you have declared yourself fit to sit/submit.

Where you do not take assessment and you have not submitted a claim for mitigating circumstances to be considered your assessment will, normally, be recorded as non-submission.

3 Mitigation?

You may seek an **extension** or deferral to a coursework submission deadline, where you have valid mitigating circumstances which prevent you from being able to meet the relevant assessment submission deadline(s) and you may apply for **mitigation** which would be considered by the College's Mitigation Panel.

To request mitigation

You will need to **complete a Request for Mitigation Form and attach relevant independent evidence** and submit your request to your Award Leader who will submit it to the College's Mitigation Co-ordinator for consideration by the Mitigation Panel.

The Mitigation Panel meets prior to the Examination Committees/Board of Examiners (your Award Leader will confirm these dates to you) and decisions are notified to students in writing within 5 working days of the Committee/Board taking place.

All decisions of the Mitigation Panel will be forwarded to the relevant Board of Examiners meeting to take any action as necessary in relation to your academic profile.

Forms are available online via Moodle at <http://moodle.calderdale.ac.uk/course/view.php?id=10132> or from your Award Leader.

Note:

Where coursework is submitted late and there are no accepted mitigating circumstances it will be penalised in line with the following tariff:

- Submission within 6 working days: a 10% reduction for each working day late down to the 40% pass mark and no further.
- Submission that is late by 7 or more working days: submission refused, mark of 0.

4 Students' Responsibilities

In accordance with our College Policies and Procedures you have a responsibility to:

- Declare yourself fit to sit/fit to submit by attending or submitting assessment
- Inform the College of any mitigating circumstances you wish to be considered if you are prevented from submitting assessed coursework and/or taking examinations or other scheduled assessment.
- Submit mitigating circumstances in writing using the appropriate college form to the designated member of staff
- Include any original documentary evidence
- Include details of the module(s) affected and the date(s) concerned

If you fail to undertake these responsibilities in respect of your mitigating circumstances you may not be granted mitigation.

5 Timescales

- Mitigating Circumstances

Where you have not taken an assessment because you consider yourself to be unfit to do so, you may make a request for consideration of your mitigating circumstances. The request must be submitted at the earliest possible time and normally no later than 5 working days from the date of assessment.

Where you have submitted or taken an examination or other scheduled assessment and later realise that you were unfit to do so you may, **exceptionally**, submit a request for mitigation. This must be completed within 5 working days from the date of assessment.

All submissions detailed above must be accompanied by independent evidence of your mitigating circumstances. See section 6 for details about evidence.

6 Evidence

All requests for mitigation must be accompanied by independent, original (not copies) documentary evidence. If you submit your form electronically your evidence must be submitted for the attention of the Mitigation Co-ordinator by hard copy as soon as possible and no later than 5 working days from submission of your form.

The types of evidence which are acceptable are listed below.

It is very important that any evidence contains the dates between or on which your mitigating circumstances apply.

Mitigating Circumstances – examples of what is and isn't acceptable:

Acceptable circumstances	Unacceptable circumstances
<ul style="list-style-type: none"> • Bereavement • Illness • Hospitalisation • Victim of Crime • Transport cancellation, where this may be evidenced • Court attendance • External event organized by a governing or professional body that requires your representation • Traumatic incident • Serious family illness where the impact on the students' ability to undertake assessment may be demonstrated • Accident 	<ul style="list-style-type: none"> • Holidays • Weddings • Family celebrations • Printing problems • Technical problems – • Computer failure / corrupt USB sticks • Financial problems • Work related problems • Pressure or anxiety associated with assessment preparation or exams • Accommodation issues • Criminal conviction • Mild illness less than 7 days would not warrant mitigation. • Misreading assessment arrangements

Evidence – examples of what is and isn't acceptable

Acceptable independent documentary evidence	Not Acceptable independent documentary evidence
<ul style="list-style-type: none"> • Medical Appointment letter • Doctors note • E-mail from Tutor • Death certificate • Funeral order or service • Letter from employer confirming that you had to work to cover a sick colleague • Letter from a governing or professional body • Crime report and number (this should also be accompanied by evidence of the work you have been preparing such as notes, work plan, draft assignment) 	<ul style="list-style-type: none"> • Note from a friend • Wedding invitation • Corrupt USB stick • Bank statements

7 Mitigation Panel Outcomes and Notification

The Mitigation Panel is required to:

- Categorise the seriousness of the mitigating circumstances presented, as follows:
 - Category A, Very Serious
 - Category B, Serious enough to warrant deferral
 - Category C, Rejected
- Confirm the assessments which have been affected

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

- Assessments affected
- Category of seriousness

All outcomes will be notified to the students in writing by the Mitigation Co-ordinator following the Mitigation Panel. This may be completed by letter or e-mail and a record is kept centrally in the College's Mitigation folder (electronic or hard copy) which may be needed in the event of any subsequent appeal hearing request.

8 Advice and Further Guidance

If you need more help and/or advice contact one of the following: -

If you need advice on your circumstances or help to complete the relevant form(s) you may contact one of the following to assist you: -

- Learner Services
- Academic staff (your Module Tutor or Award Leader)
- Member of the ASK Team

Appendix A Request for Mitigation Form (with guidance notes)

1	Full Name: <i>Student's full name and title</i>		2	Student ID: <i>ID Card number</i>
3	Course: <i>Student's course (please check this is correct)</i>		4	Level/Year: <i>Level 4,5 or 6 / Year 1, 2 or 3</i>
5	Dates for which there is supporting evidence:	From: <i>First instance of circumstances</i>	To: <i>Last instance of circumstances</i>	
6	The nature of the evidence to be submitted	<i>A list of typical evidence (see list below)</i>		
7	Modules and Assessment affected. Please note it is your responsibility to ensure you have listed ALL the modules and components that are affected.			
	Assessments Affected	Module Tutor	Module Title	Scheduled date of assessment
a)	<i>Name of 1st module affected</i>	<i>Name of 1st module tutor</i>	<i>Full module title (please ask your Award Leader)</i>	<i>Assignment Submission or Exam Sit date</i>
b)	<i>Name of 2nd module affected (if applicable)</i>	<i>As above</i>	<i>As above</i>	<i>As above</i>
c)	<i>Name of 3rd module affected (if applicable)</i>	<i>As above</i>	<i>As above</i>	<i>As above</i>
d)	<i>Name of 4th module affected (if applicable)</i>	<i>As above</i>	<i>As above</i>	<i>As above</i>
8	Please describe the circumstances and how they affected your work . Include with your submission relevant supporting evidence which is dated so that it clearly applies to the circumstances under review. Your evidence must be submitted to your Award Leader within 5 working days of your submitting your request . No request can be considered without supporting, original documentary evidence.			
<i>This section should be kept confidential to College/University staff authorised to receive and consider mitigating Circumstances except:</i>				
<ul style="list-style-type: none"> <i>Where the written requirements of a programme of study accredited by a Professional and Statutory Body, and accepted at the validation of that programme of study, require a wider disclosure.</i> <i>Where a student subsequently requests and is granted, an Appeal Hearing.</i> 				

For office use

Evidence submitted	Date:
Evidence returned (if appropriate)	Date:
To Mitigation Co-ordinator	Date:
Student Informed of outcome	Date:
Correspondence for student file	Date:
Date of Board of Examiners	Date:

All requests for mitigation are treated confidentially.