Mitigating Circumstances Procedure (Higher Education) 2022 - 2023

Equality Impact Assessment: Askham Bryan College recognises the importance of the Equality Act 2010 and its duties under the Act. This document has been assessed to ensure that it does not adversely affect staff, students or stakeholders on the grounds of any protected characteristics.

1. INTRODUCTION

1.1 The purpose of this procedure is to define the procedure for students to apply for mitigating circumstances in relation to their academic performance, including coursework, examinations, and other assessments.

1.2 This procedure should be read in conjunction with the Mitigating Circumstances Policy

1.3 Students are responsible for accurate completion of relevant paperwork (Mitigating Circumstances Form) and for producing all evidence to support their claim. Students are responsible for familiarising themselves with deadlines for submission of mitigating circumstances applications. Late submissions will not normally be accepted.

1.4 Students will be informed, normally via their course manager, of the outcome of any mitigating circumstances claim.

2. PROCEDURE

2.1 Students must follow the guidance outlined in this procedure (including Appendix IV) and associated policy Mitigating Circumstances Policy.

2.2 Course Managers will be the first point of contact in which to discuss individual applications and, together with you, decide whether an extension request or an application for mitigating circumstances is the best course of action. Course Managers' will offer support and guidance and issue advice about the likelihood of any applications being valid.

2.3 Course Managers can set new deadlines for extensions for up to 2 weeks for assessed work and should issue an official extension slip to that end. Will enter the details on the 'Extension Log (Course Managers) Form' Note: Normally module leaders, tutors, Curriculum Area Managers, and other staff, are unable to authorise an extension.

2.4 In agreement with the Course Manager students are to complete the online Mitigating Circumstances Form at this link Claim for Mitigating Circumstances 2022/23 (office.com)

2.5 The course managers receive an automated email which they will respond to approve or decline their support

2.6 The HE Registry Coordinator will convene the Mitigating Circumstances Panel.

2.7 The Mitigating Circumstances Panel will review the cases and approve or decline the applications, including confirming new deadlines for the student submission of work

2.8 The UCAB Mitigating Circumstances Board will approve applications for students on UCAB programmes and initially approve applications students on programmes with HAU/ RAU/ LTU validating partners before they are presented to the appropriate validating partner for ratification prior to the assessment boards.

2.9 The HE Registry Coordinator will write to the student (college email address) to inform them of the outcome of the application. The curriculum office will also add to the circulation of the email the Course Manager and, where appropriate the Academic Skills Lead. It is the responsibility of the Course Manager to inform module leaders/ tutors/ markers of the outcome of the application and of any revised deadlines.

2.10 The HE Registry Coordinator will provide termly and annual data of the number of Mitigating Circumstances applications and approvals.

3. APPENDICES

. . .". Acceptable and Non-Acceptable grounds for claiming mitigating circumstances

UNIVERSITY CENTRE ASKHAM BRYAN

Serious illness which is not permanent medical	Student unaware of assessment regulations
The death of an immediate family member (Typically, 28 days immediately before the scheduled assessment)	Missed examination or assessment deadline through misreading timetable
Other serious circumstances, beyond the control of a student, which could not have failure been foreseen or prevented (typically 28 days immediately before the scheduled assessment)	Lost work due to technical or delivery problems
Situations where attendance is required for a legal reason (e.g., Jury Duty/ Court Case/ attendance at police station	Holiday or social occasions
Serious mental health issues at the point of assessments	Car breakdowns or public transport delays
	General life problems (family, financial)
	Minor illnesses (e.g., headaches, upset shortly before the date of the assessment stomachs, coughs, colds)
	Computer or printer difficulties or back-up
	Students consider the marks awarded too low;

Harper Adams University

1. Grounds for Claiming Mitigating Circumstances

The grounds on which mitigating circumstances can be claimed are normally limited to:

- serious illness which is not a permanent medical condition or disability (for which reasonable adjustments to arrangements are made). This might, for example, include a broken writing arm or an illness requiring hospitalisation, but would not include a headache, cold or upset stomach;
- the death of an immediate family member shortly before the date of the assessment (typically, 28 days immediately before the scheduled assessment);
- other serious circumstances beyond the control of a student, which could not have been foreseen or prevented (typically no more than 28 days before the scheduled assessment).

Harper Adams will not take into account events such as:

- Misreading of assessment dates and times
- Timetabling of examinations or coursework
- Holidays or social occasions
- Car breakdowns or public transport delays
- Computer or printer difficulties or back-up failures (but see SG1 above)

Harper Adams is also unable to make allowances for minor illnesses such as headaches, upset stomachs, coughs or colds. These affect everyone and it would not be practical or sensible to take account of them all. Students are expected to plan their work and allow time to cope with minor set-backs. Studies and associated assessment demands are expected to be given priority.

Students who enter the examination room or submit assessed work are considered to have declared themselves fit for assessment.

Royal Agricultural University

See https://www.rau.ac.uk/student-life/new-students-guide/student-handbook-and-policies/academic-policies-and-procedures

Leeds Trinity University

ACCEPTABLE GROUNDS
Significant illness, accident or injury
The death or serious illness of a close family member or dependent
Family crisis directly affecting the student
Absence caused by paternity leave and jury service (deferral of which has been denied by the Court)
Exceptional and unforeseen financial hardship
Acute personal and emotional circumstances.

NOTE:
Students who enter the examination room are for any Validating Partner are considered to have declared themselves fit for assessment and are therefore not eligible to submit a claim for mitigating circumstances after the examination.