Notification of Mitigating Circumstances

This form is designed for a student to notify his or her School of mitigating circumstances which may have affected performance in an assessment. It is intended for use as part of the University's Regulations governing the Assessment of Taught Programmes, which can be found here:

Senate Regulation 7

The Medical School has published a Mitigating circumstances Guide specific to the MBChB programme and a Code of Practice for the Mitigating Circumstances Panel.

A Mitigating Circumstances form with relevant documentary evidence must be submitted in advance of the Mitigating Circumstances Panel and Boards of Examiner meeting related to that particular assessment. A mitigating circumstance form may be submitted during the 5 working days prior to the start of the examination. Where the examination consists of both a written and a clinical (OSCE) element the deadline for submission is during the 5 days prior to the first of the series of examinations. Students who submit a mitigating circumstances form during the 5 days prior to an assessment should also complete a Pastoral Support or Personal Tutor summary form.

If a student is unable to attend an assessment because of mitigating circumstances they must submit a mitigating circumstances form to the secretary of the Mitigating Circumstances Panel within 5 working days of completion of the assessment to which it relates. The University reserves the right to verify the authenticity of any evidence submitted. Similarly, in the case of students who feel that their exam performance may have been adversely affected by an event occurring in the last 2 working days prior to an assessment or during the assessment itself, a mitigating circumstances form should be submitted within 5 working days of the completion of the assessment to which it relates. Students who submit a Notification of Mitigating Circumstances form must contact either their Personal Tutor or the Pastoral Support Office. However, in the case of a sudden adverse event that occurs in the 2 working days prior to an assessment or during the assessment itself it is accepted it may not be possible to submit a Personal Tutor or Pastoral Support summary form.

a) Please ensure that you have read and understood the Regulations for the MBChB programme before completing this form. The Education Unit in the Students’ Union will be able to provide help as you fill in this form. They can be contacted in the Percy Gee Building; or by telephone on 0116 223 1132; or by email at educationunit@le.ac.uk. Only the following people have access to Mitigating Circumstances forms: The Mitigating Circumstances Panel and the secretary servicing that Panel, The Pastoral Support Unit, The Head and Deputy Head of the Medical School and the Lead of the Student and Staff Support Unit.
Your student information

First name

Family name

Student number

Programme of study

Year of study

Your assessments

<table>
<thead>
<tr>
<th>Assessment or Examination title</th>
<th>Type of assessment</th>
<th>Date of examination</th>
<th>Did you attempt this assessment?</th>
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<td>Yes ☐</td>
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Your mitigating circumstances

Please set out clearly and concisely details of the circumstances that you believe have affected your academic performance:

Please provide the precise dates of the period(s) effected by your mitigating circumstances:

Please list the supporting evidence that you have attached to this form in support of your application. Please note that you are responsible for obtaining the appropriate evidence; the Medical School will not seek documentary evidence on your behalf:

Please note that supporting evidence must be written in English; where original documentation is written in another language please also provide a verified translation.

Have you submitted a Personal Tutor Summary Form?  
Yes ☐  
No ☐

Have you submitted a Pastoral Support Summary Form?  
Yes ☐  
No ☐

What happens next?

The information on this form and your supporting evidence will be considered by the Department’s Mitigating Circumstances Panel.

The most important thing to understand is that in the MBChB mitigation never affects marks, grades or whether or not you pass an assessment. It cannot permit you to progress into a subsequent year (or to graduate) if your examination performance would otherwise prevent this. Mitigation only affects how the School deals with a student

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who has failed an assessment. If the Panel agrees that your mitigating circumstances should be accepted as affecting your assessment/examination it will ask the Board of Examiners to take this into account when it makes a decision.

This form must be submitted to:
Ms Beverley Ireland
Secretary to the Mitigating Circumstances Panel
Medical Sciences Building
bi6@le.ac.uk