Notification of Mitigating Circumstances

This form is used to notify your department of mitigating circumstances which may have affected one or more of your assessments. This is part of the University’s Mitigating Circumstances policy and the Regulations governing the Assessment of Taught Programmes, which can be found here: http://www2.le.ac.uk/offices/sas2/regulations/senate-regulations

Mitigating circumstances are caused by a recognisably serious or significant event, affecting your health or personal life which is beyond your control. The events are sufficiently serious enough in nature to result in you being unable to complete, submit, or attend an assessment on time.

Only assessments affected in one of the following ways will be considered. You will need to indicate which of these criteria are applied to each of the assessments listed on your request on page 2 of this form.

a. **Assessment will be submitted late**, but falls within the late submission of coursework penalty scheme (8 days after published submission deadline for postgraduate modules, and 10 days for undergraduate modules). Anything submitted after these dates is assumed to be a non-submission and will be considered under criterion d below.

b. **Absence from a scheduled assessment**, such as an examination, class test, lab work or presentation.

c. **Disruption of a scheduled assessment**, such as being taken ill during an examination or presentation, or something else out of your control.

d. **Non-submission of an assessment**.

e. Assessment attended or submitted on time but you can provide medical evidence of being unable to determine whether or not you were able to undertake the assessment at the time of doing so.

Your request should also demonstrate how your circumstances meet these additional criteria:

- **Beyond your control**: you must demonstrate that you could not have done anything to prevent the circumstances arising, that they were unforeseen and unpreventable.

- **Impact on assessment**: your request must demonstrate a significant negative impact on your ability to submit/attend/completion an assessment by the deadline. You must be clear on the duration of the circumstances and have the appropriate documentary evidence to support the request.

- **Have timely relevance**: typically the circumstance must have occurred on the day the assessment was due to be submitted or attended or the week leading up to it. If the serious or significant event occurred before this time, you should be able to demonstrate that the impact (the criteria above) had can be linked to the assessment being claimed for (e.g. the event significantly impacted revision/preparation for assessment that could not be recovered at another time and so the assessment could not be attempted/submitted on time).

If you have submitted or attended an assessment on time you cannot request mitigating circumstances on the basis that your standard of performance in the assessment may have been affected unless you can provide evidence that your judgement was affected in reaching the decision on whether to attend or submit.

If you have experienced any of the above mitigating circumstances, complete this form and submit it to your department with supporting evidence no later than 7 calendar days after the deadlines for the assessment(s) affected.

Please ensure that you have read and understood the requirements before completing this form. The Education Unit in the Students’ Union can help you fill in this form. You can contact them on 0116 223 1132, at educationunit@le.ac.uk, or visit them in the Percy Gee Building.
# Student and Academic Services

## Mitigating Circumstances Form – September 2017

### Your information

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<td>Surname/Family name</td>
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<td>Student number</td>
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<td>Programme of study (Course)</td>
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<td>Year/level of study</td>
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### Your affected assessments

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<tr>
<th>Module code</th>
<th>Module title</th>
<th>Type of assessment (e.g. lab session, examination, report)</th>
<th>Original deadline date of coursework submission or examination</th>
<th>Criteria a-e? (see above)</th>
<th>Did you attempt this assessment on time?</th>
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Mitigating Circumstances Form – September 2017
Your mitigating circumstances

I am requesting mitigating circumstances because...

Please explain clearly and concisely how the circumstances were beyond your control and the impact they had on your ability to take the assessment(s)

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

Your evidence *(please select which one applies to this request)*

- My evidence is attached ☐
- This request is related to a sudden deterioration of a declared disability (I have already supplied evidence for this condition) ☐
- This request is in relation to a small scale assessment, which I can self-certify for (a limited number of times*) ☐
- I do not have evidence yet but will supply it within 7 calendar days after the assessment due date ☐

Your attendance

- I did not attend timetabled events (e.g. lectures, seminars) during this/these period(s) ☐

Date of submission of this mitigating circumstances form:

* your department will have advised which modules this refers to and how many self-certifications are permitted
What happens next?

The information on this form and your supporting evidence will be considered by the Department. They will consider whether your mitigating circumstances has affected your performance in the assessment(s) you have identified. If accepted, one of the following recommendations will be offered:

- You will not have any lateness penalties applied to the assessment’s mark for the days within the time period affected by your mitigating circumstance.

- You will be offered to sit or submit the affected assessment with a revised estimated timeframe or deadline for submission (e.g. next available exam period or submission date).

- You will be offered an alternative assessment if the original assessment is no longer available or suitable.

- Where the module is made up of small pieces of continuous assessment, it may be possible to waive the requirement for the missed assessment to be reattempted.

- We disregard the partial attempt and you are offered to sit or submit the affected assessment with a revised estimated timeframe or deadline for submission (e.g. next available exam period or submission date).

- We disregard the partial attempt and you are offered to sit or submit an alternative assessment if the original assessment is no longer available or suitable.

- When an assessment has been attended or submitted on time but you can provide medical evidence to show you weren’t capable of making the decision to do so, and attempting the work again would make matters worse, your attempt will be marked. However, the mark recorded in the student record system will flag that your ability was affected and if your degree award is within the borderline range you may be considered for the higher award (undergraduate students only).