

Advice on Mitigating Circumstances

Introduction

As outlined in the General Regulations for Students and Programmes of Study (para 11.11), for registerable qualifications, there is no provision for the Board of Examiners to upgrade a candidate's result or classification on account of illness or other relevant factors. For other courses details can be found in your course regulations.

However, if you feel that your performance in an assessment will be adversely affected by unforeseen circumstances outside of your control, for example if you are ill, you can complete an application for Mitigating Circumstances and request a deferred submission, a deferred sitting or consideration for a discretionary 3rd attempt.

Deferred Submission

Further time to complete a written in-course assessment, project or SSCs. The additional period will be considered on a case-by-case basis. A deferred submission will result in a deferment of the assessment in the case of projects and SSCs.

Deferred Sitting

Opportunity to withdraw from an examination and enter the next available sitting or a "special examination" instead.

Consideration

A request that the University consider mitigating circumstances which may have adversely affected an assessment which has been undertaken. An application for consideration will only be reviewed if a student applies for a discretionary 3rd attempt

What are Mitigating Circumstances?

Mitigating Circumstances may be due to:

- A personal illness or accident
- The death or illness of a very close relative or friend, this usually means a parent, sibling or person you live with. The death or illness of other relatives will only be considered in exceptional circumstances.
- Another unforeseen circumstance affecting your preparation or performance.

In Section 5, please indicate for each assessment element affected whether you wish to apply:

- a. Defer ahead of exams or,
- c. Consideration – promote to fast-track third attempt.

Completing an application for Mitigating Circumstances

The Mitigating Circumstances Form is the only way of applying for your mitigating circumstances to be considered. Submissions via staff or other students cannot be accepted on behalf of a candidate.

Evidence

Your application should be supported by original document(s) eg medical certificates which must clearly cover the dates of the affected assessments. Medical certificates must be signed by a medical professional who has seen you and must be in English. Documentation from on-line GP services, self-certification and letters from parents will not be accepted.

Deadlines for submitting an application for Mitigating Circumstances

- 1) To request a **Deferred Submission** you must submit the form no later than **5 working days before the assessment deadline**.
- 2) To request a **Deferred Sitting** you must submit the form no later than **5 working days before the examination**. If you were absent or unable to complete the exam on the day, you must submit the form no later than **5 working days following the examination**.
- 3) To request **Consideration** of mitigating circumstances you must submit the form no later than **5 working days following the examination/assessment**. Your mitigation will only be taken in to account should you need to apply for a discretionary 3rd attempt at the examination/assessment.

If you are on a final attempt and sit the examination/assessment, completing an application for consideration will NOT be taken in to account by the Board of Examiners.

Please note: Do NOT complete the Mitigating Circumstance form to appeal against your examination results or a decision of the Board of Examiners, or to report absence or personal circumstances which are not relevant to your examinations or assessments.

Submitting the completed form

Please retain a copy of your completed form and evidence. Submit the original to the Student Life Centre (studentlifecentre@sgul.ac.uk), Ground Floor, Hunter Wing or email it to the Course team. A copy will be placed on your student file and a copy will be forwarded to a Mitigating Circumstances Panel for consideration.

How will a decision be reached?

If your application is for consideration of mitigating circumstances this will only be reviewed if you apply for a discretionary 3rd attempt.

If your application is for a deferred submission or sitting it will be considered by a Mitigating Circumstances Panel. The Panel will only consider the evidence that you provide with the form, do not assume that the Panel will be aware of any other circumstances that you may have previously brought to the attention of any member of staff.

The Panel will consider each case on its merits, and will use judgement to satisfy itself of the following:

- That the circumstances are true and your supporting evidence is acceptable.
- That the circumstances constitute good reason. The Panel will consider, for example, to what extent the circumstances were outside of your control, or the severity of any illness.
- That the circumstances would render you unfit or unable to enter the examination/assessment or to complete the assessment by the deadline.
- That the circumstances had a significant and adverse impact on your performance.

Possible Outcomes

If the Mitigating Circumstances Panel is satisfied that all the criteria have been met, your mitigating circumstances will be accepted. You will be granted a Deferred Submission or a Deferred Sitting, you will be expected to undertake the examination or assessment, without penalty, at the next opportunity or as specified by the Chief Examiner.

If your Mitigating Circumstances are not accepted, you will be expected to undertake your examinations and/or assessments according to the original dates. Should you not undertake the assessments the appropriate penalties will be applied e.g. awarded a mark of zero.

There is no right of appeal against the decision of the mitigating circumstances panel.

It is not within the remit of the Board of Examiners or any other Senate appointed panel to adjust marks in the light of mitigating circumstances.

The provisions outlined in this document are in accordance with the General Regulations for Students and Programmes of Studies, particularly paragraph 10.3-10.8.

St. George's, University of London
Examinations Office
Registry