

# Mitigating Circumstances Policy

**2015/16**

This Policy must be read in conjunction with the [Taught Degree Regulations](#).

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## 1. GENERAL INFORMATION

- 1.1 This policy provides students and staff with guidance on what to do when students experience **unexpected non-academic events** (mitigating circumstances) which have a significant impact on their ability to prepare for or take assessments. The policy applies only to summative assessments as these contribute to the final marks for modules and awards. The School operates an evidence-based approach to ensure that all claims are dealt with fairly, equally and transparently so that no student is advantaged or disadvantaged by the policy.
- 1.2 This policy applies across SOAS to all students taking taught undergraduate or postgraduate modules, including taught modules taken by MPhil/PhD students, intercollegiate, study abroad and associate students. There are separate provisions for the consideration of mitigating circumstances affecting other aspects relating to MPhil/PhD students such as thesis submission or performance in a viva and Research Degree Students should consult the Doctoral School webpages.
- 1.3 Mitigating circumstances (MCs) may occur at any time and affect any form of assessment including coursework, continuous assessment, class tests, examinations and dissertations. These circumstances come under the remit of this policy when they:
- **Non-attempt:** Prevent a student from sitting an examination/assessment or submitting a piece of coursework
  - **Late Submission:** Prevent a student from submitting coursework, Independent Study Projects or Postgraduate Dissertations by the deadline
  - **Performance affected:** Seriously impact on a student's performance in an assessment or ability to prepare for an assessment in the period immediately leading up to the assessment
- 1.4 If a student believes that they are unlikely to perform to the best of their ability in an assessment due to mitigating circumstances, they are strongly advised not to take the assessment and submit a mitigating circumstances claim. **Claims must not be submitted as insurance against poor performance in an assessment.** By submitting a claim for mitigating circumstances the student is confirming that their circumstances are severe and have impacted on their assessment. Submitting false claims or evidence is a serious matter and will be dealt with under the School's disciplinary procedures.
- 1.5 Non-finalist undergraduate students who are affected by mitigating circumstances in the **late summer assessment period** may be unable to progress to the next year of study even if their mitigating circumstances are accepted. These students may be required to interrupt their studies in the following year to complete any outstanding assessments.
- 1.6 It is each student's personal responsibility to report mitigating circumstances promptly and in accordance with this policy.
- 1.7 Each Faculty will appoint a Mitigating Circumstances Coordinator (MCC) and a Mitigating Circumstances Panel (MCP) to make decisions about MCs. This information can be found

in [Appendix D](#).

1.8 Abbreviations used in this policy are as follows:

- MCs = Mitigating Circumstances
- MCC = Mitigating Circumstances Coordinator
- MCF = Mitigating Circumstances Form
- MCP = Mitigating Circumstances Panel

## **2. WHAT ARE MITIGATING CIRCUMSTANCES?**

2.1 Mitigating circumstances are **exceptional, short-term, unforeseen** and **unpreventable** events which have a negative impact on a student's ability to take or submit assessments or prepare for assessments. They are over and above the course of everyday life and significantly disrupt a student's ability to study for or complete assessments.

2.2 Mitigating circumstances relate to **non-academic problems only**. Any difficulties with the organisation or operation of programmes of study should be dealt with via the Student Complaints Procedure.

2.3 Mitigating circumstances must also be **contemporaneous**, i.e. occur at the time of the assessment or in the period immediately leading up to the assessment. If a student was unwell for two weeks at the beginning of term, this would not normally be expected to impact on assessment later in the year unless that student can demonstrate valid reasons to support this.

2.4 Further information on acceptable mitigating circumstances and the evidence that is required can be found in [Appendix A](#).

**Acceptable** mitigating circumstances include:

- (a) Illness or Injury
- (b) Bereavement
- (c) Personal problems/trauma/family crisis
- (d) Court attendance
- (e) Victim of crime
- (f) Exceptional financial or accommodation problems
- (g) School IT problems
- (h) Exceptional work commitment (part-time students only)
- (i) Other serious circumstances deemed acceptable by the MCP

2.5 **Unacceptable** mitigating circumstances include:

- (a) Minor ailments (i.e. coughs, colds etc.) even if supported by medical evidence
- (b) Circumstances which do not relate to the assessment period in question
- (c) Minor computer problems including failure to save documents appropriately
- (d) Poor time management (i.e. pressure of work, conflicting assessment deadlines,

- unavailability of books etc.)
- (e) Misreading the examination timetable or submitting the wrong assignment in error
  - (f) Assessments or examinations scheduled close together
  - (g) Transport difficulties such as strikes, delayed trains or traffic jams
  - (h) Holidays/domestic events (i.e. moving house, attending a wedding, death of pets)
  - (i) Routine work commitments
  - (j) Sports activities
  - (k) Other circumstances deemed unacceptable by the MCP

2.6 The submission of a claim for mitigating circumstances does not mean that the claim will be automatically accepted by the Mitigating Circumstances Panel (MCP). The MCP will take into account the following factors:

- The circumstances meet the criteria for acceptable mitigating circumstances
- The proximity of the events covered by the claim to the timing of the relevant assessment(s)
- The suitability and validity of the evidence submitted

2.7 Equally, the acceptance of mitigating circumstances does not necessarily mean that a Sub-Board of Examiners will take action as a result of the MCs. It may be considered that in light of the student's assessment results the impact of the mitigating circumstances does not warrant further action.

### **3. LONG-TERM CONDITIONS/ PREGNANCY/ DISABILITIES**

3.1 Long-term health conditions (including pregnancy) and/or disabilities are not in themselves considered a basis for mitigating circumstances. However, students with long term conditions and/or disabilities are eligible to submit mitigating circumstances claims if they experience a serious unforeseen effect of their condition or if they experience mitigating circumstances based on factors not connected with their condition.

3.2 Students with on-going conditions are encouraged to access the Student Disability Advisers in the Student Advice and Wellbeing team to arrange support and reasonable adjustments for specific learning requirements and assessments.

<http://www.soas.ac.uk/studentadviceandwellbeing/>

### **4. SPECIFIC LEARNING DIFFERENCES (SpLD)**

4.1 Students with a specific learning difference (SpLD) who have a Learning Support Agreement (LSA) for their current programme of study are automatically entitled to an additional allowance of seven calendar days to submit their essays under the Permitted Extended Deadlines (PED) Policy. More information on this is available in the [Coursework Submission Policy](#), and from the [Disability & Dyslexia Service](#).

4.2 Students who have SpLDs covered by a Learning Support Agreement (LSA) are eligible to submit mitigating circumstances claims which meet the criteria set out in this policy.

However, they cannot submit mitigating circumstances based on their SpLD alone.

## 5. **SUBMISSION PROCEDURE AND DEADLINES**

5.1 Discussing your circumstances with a member of staff does not constitute a submission of mitigating circumstances. Individual members of staff cannot make adjustments to the assessment process or make decisions on mitigating circumstances therefore students must follow this procedure and submit a claim for mitigating circumstances.

5.2 Mitigating Circumstances claims must be submitted to the student's home Faculty Office on the Mitigating Circumstances Form (MCF). Students only need to submit the MCF to their home faculty for all modules affected by the mitigating circumstances. They do not need to submit separate claims to each Faculty where individual modules are taught. The information will be passed on to relevant the faculty by the home faculty

For students taking joint degrees across two faculties, the home faculty is as follows:

| <u>First degree subject</u> | <u>Second degree subject</u> | <u>Home faculty</u>   |
|-----------------------------|------------------------------|-----------------------|
| Arts & Humanities           | Languages & Cultures         | Arts & Humanities     |
| Languages & Cultures        | Law & Social Sciences        | Languages & Cultures  |
| Law & Social Sciences       | Arts & Humanities            | Law & Social Sciences |

5.3 The student must complete the MCF concisely but provide sufficient details on the nature and timing of the circumstances and what their impact has been. All claims must be accompanied by original, contemporaneous documentary evidence and confirm the existence of the mitigating circumstances. Further information on acceptable forms of evidence can be found in [Appendix A](#).

5.4 A student who believes their MC submission contains sensitive or highly confidential personal information and/or evidence may submit their MCF and documentary evidence in a sealed envelope marked 'private and confidential' for the attention of the Chair of the Mitigating Circumstances Panel. They will not provide this information to the mitigating circumstances panel but will confirm whether h evidence was sufficient and valid.

5.5 If a student is unable to submit their mitigating circumstances claim in person due to illness or other circumstances, then the student can authorise someone to submit the claim on their behalf.

5.6 Students must keep a scan/photocopy of the MCF and all evidence submitted. This will serve as their proof of submission. Faculty Offices will not issue receipts for the submission of an MCF or associated evidence.

5.7 Deadlines for the submission of mitigating circumstances will be published by the Registry as part of the annual assessment calendar. These dates should also be published by Faculties to students. The deadline for the submission of claims is the Friday before the week of the appropriate Mitigating Circumstances Panel and all mitigating circumstances

must be submitted by these deadlines. Late claims will be rejected unless a valid reason for the late submission can be provided and in such cases the MCP will take Chair's Action. Panels will be held at certain points in the year which will be published in the assessment calendar (available on the website) as follows:

- Term 1 work                      MCP in term 2
- Term 2 work                      MCP in term 3
- Summer exams                  MCP following the end of the exam period
- Late summer exams            MCP following the end of the exam period

5.8 Mitigating Circumstances which are not submitted in time to be considered by the relevant Sub Board of Examiners will be rejected. These claims can only be considered under the School's [Appeals Policy](#) after the publication of the results. The appeal must include an explanation and supporting evidence demonstrating why the claim was not submitted at the correct time.

## **6. DOCUMENTARY EVIDENCE**

6.1 All mitigating circumstances claims must be accompanied by original, contemporaneous, independent third party documentary evidence which must confirm the existence of the mitigating circumstances and state how the circumstances have impacted upon the student. Further guidance on sources and types of documentary evidence is given in [Appendix A](#).

6.2 The student is responsible for providing acceptable and sufficient documentary evidence and the School will not obtain evidence on behalf of a student. However, if a claim is submitted to the MCP and the evidence is deemed insufficient, the MCP will advise the student of this and give them an opportunity to provide further evidence within 2 weeks.

6.3 Any costs involved in providing documentary evidence must be borne by the student.

6.4 Evidence must be legible and in English. Evidence which is written in another language must be accompanied by a certified translation.

6.5 Mitigating Circumstances Panels (MCPs) will decide whether the documentary evidence meets the requirements of this policy and their decision is final.

6.6 SOAS counsellors, SOAS Mental Health Advisors, psychiatrists and counsellors with a recognised professional qualification may provide a confidential statement as evidence.

## **7. IMPACT OF MITIGATING CIRCUMSTANCES ON ASSESSMENT**

### **7.1 Decisions of the MCP**

The MCP will make one of two decisions with regards mitigating circumstances and these will be reported to the Sub-Board of Examiners:

- Accept the claim
- Reject the claim

## 7.2 Examinations

- (a) Absence/Deferral - If students cannot sit an examination due to mitigating circumstances then they can submit a claim for mitigating circumstances. Where a student knows in advance of an examination period that they cannot sit their examinations, they can request a deferral of all their examinations to the next assessment period (it is not possible to defer some examinations and not others). Deferral requests must be submitted as soon as the student knows they are unable to sit the examinations and the Chair of the MCP will take Chair's Action on these requests to expedite the decision-making process. Students will be notified as soon as the decision has been made.
- (b) Illness during an examination - Students who are taken ill during an examination must report their illness immediately to the invigilator on duty in the examination hall. The invigilator will keep a note of events. Students must submit their mitigating circumstances form and documentary evidence as close to the affected examination as possible and before the published deadline. The mitigating circumstances claim and the invigilator's report will be considered by the relevant Mitigating Circumstances Panel.
- (c) Performance Affected - Students who believe that their examination performance has been adversely affected by circumstances beyond their control can submit a claim for mitigating circumstances. Mitigating circumstances will only be taken into account where the examination has been failed and the module has been failed overall.
- (d) Outcomes
- (i) *Exam not sat/ failed:* If the mitigating circumstances claim is **accepted** then this will not use up a right of assessment entry for the relevant module. The student will be required to sit the examination at the next available opportunity and the mark for the examination will not be capped (unless the examination was already a resit attempt).
- (ii) *Exam passed:* Students are not permitted to retake an examination which they have already passed even if the mitigating circumstances claim is **accepted**. Sub Boards of Examiners may, in exceptional circumstances, re-consider the overall degree result of a student where the claim for mitigating circumstances has been accepted, and make any adjustments which it considers appropriate in accordance with [Appendix B](#).
- (iii) If the mitigating circumstances claim is **rejected** then this uses up one right of assessment entry for the relevant module. Students will be required to resit the examination if the exam and the module have been failed overall and the mark for the module will be capped at the minimum pass mark.

(e) Next available opportunity

The next available opportunity for students to sit examinations is as follows:

Summer examinations

- Non-finalist undergraduate students who cannot sit or fail summer examinations must take these in the late summer examination period immediately following
- Finalist undergraduate students and postgraduate students who cannot sit or fail summer examinations must take the examinations in the summer examination period of the year immediately following

Late summer examinations

- Non-finalist undergraduate students who cannot sit or fail late summer examinations must take these examinations in the summer examination period of the year immediately following

(f) Non-progression

Non-finalist undergraduate students who are not eligible to progress to the next year of study after the late summer examination period have two options:

- (i) Apply for a leave of absence and re-enter for the assessments in the following year.
- (ii) Apply to repeat the failed module(s) part time or repeat the year of study full time, as appropriate, if they have mitigating circumstances.

These applications will be considered by the relevant Faculty Mitigating Circumstances Panel in discussion with the appropriate Programme Convenor or nominee.

### 7.3 Coursework

- (a) Non-completion/Deferral - If students cannot complete coursework due to mitigating circumstances then they can submit a claim for mitigating circumstances. Where a student knows in advance that they cannot complete the coursework for that term, they can request a deferral of all their coursework to the next assessment period. Deferral requests must be submitted as soon as the student knows they are unable to complete the coursework and Chair's Action will be taken to approve these requests to expedite the decision-making process. Students will be notified as soon as the decision has been made.
- (b) Late-submission - Students who do not submit a piece of coursework on time due to mitigating circumstances can submit a claim for mitigating circumstances. Any coursework submitted after the School deadline will not be marked.

(c) Performance Affected - Students who believe that their performance in coursework has been adversely affected by circumstances beyond their control can submit a claim for mitigating circumstances. Mitigating circumstances will only be taken into account where the assessment element has been failed and the module has been failed overall.

(d) Outcomes

- (i) *Coursework not submitted/failed*: If the mitigating circumstances claim is **accepted** then this will not use up a right of assessment entry for the relevant module. The student will be required to submit the coursework at the next available opportunity and the mark for the coursework will not be capped (unless the coursework was already a resit attempt).
- (ii) *Coursework submitted late*: If the mitigating circumstances claim is **accepted** then the late-submission will not use up a right of assessment entry for the relevant module. The normal penalty deduction for late coursework late will not apply. Work submitted after the School deadline will not be marked.
- (iii) *Coursework passed*: Students are not permitted to retake coursework in which they have already attained a pass mark even if the mitigating circumstances claim has been **accepted**. Sub Boards of Examiners may, in exceptional circumstances, re-consider the overall degree result of a student where the Mitigating Circumstances Panel has accepted a claim for mitigating circumstances, and make any adjustments which it considers appropriate in accordance with [Appendix B](#).
- (iv) If the mitigating circumstances claim has been **rejected** then this uses up one right of assessment entry for the relevant module. If the coursework was submitted late then the normal penalty for late coursework submission will apply. If the coursework was not submitted or was failed, and the module has been failed overall, students will be required to resit the coursework and the mark for the module will be capped at the minimum pass mark.

(e) Next available opportunity

The next available opportunity for students to submit coursework which is repeatable is as follows:

Term-time assessments

- Non-finalist undergraduate students who cannot complete or fail coursework during term-time must submit these by the **first day of the late summer examination period** immediately following
- Finalist undergraduate students and postgraduate students who cannot complete or fail coursework during term-time must submit the coursework by the **last day of term 2 in the following year**

## Late summer assessments

- Non-finalist undergraduate students who cannot complete or fail late summer coursework must submit these by the **last day of term 2 in the following year**.

If the coursework is **not repeatable** then the failure can only be redeemed by repeating the module in the following year.

(f) Non-progression

Non-finalist undergraduate students who are not eligible to progress to the next year of study after the late summer examination period have two options:

- (i) Apply for a leave of absence and re-enter for the assessments in the following year.
- (ii) Apply to repeat the failed module(s) part time or repeat the year of study full time, as appropriate, if they have mitigating circumstances.

These applications will be considered by the relevant Faculty Mitigating Circumstances Panel in discussion with the appropriate Programme Convenor or nominee.

## 8. AEGROTAT PROVISIONS

8.1 Undergraduate students may make an application to the Examinations and Assessments Manager for their case to be considered under the aegrotat provisions described in the [Taught Degree Regulations](#) if they have completed their full period of study and meet one of the following requirements:

- (a) They are unable to undertake assessments during their final year due to accepted mitigating circumstances or other causes judged sufficient by the Board of Examiners.
- (b) They have undertaken assessments but consider that their performance has been adversely affected by accepted mitigating circumstances.

## **Appendix A - Acceptable Mitigating Circumstances and Documentary Evidence**

### **A1 Illness or Injury**

- (a) The illness or injury relates to the student or to a relative/dependant.
- (b) Medical conditions must be supported by written evidence from a medical practitioner, consultant, or relevant member of hospital staff. Written evidence from complementary therapists will only be considered where the School is satisfied that the therapist is a member of a recognised professional body.
- (c) Evidence must be contemporaneous and give a clear diagnosis. The date of the evidence must demonstrate that the student visited the medical practitioner at the time the mitigating circumstances occurred. Statements that a student reported that they were ill, or which do not include a clear diagnosis, will not be accepted.
- (d) Students with long-term medical conditions and/or disabilities, including those with mental health difficulties, may have difficulty in obtaining medical evidence for each instance when their health has been affected. Their evidence may instead show that their condition is fluctuating and that they had an extended period of ill health.

### **A2 Bereavement**

- (a) Where the mitigating circumstances relate to the death of someone related to or known to the student, a death certificate or an officially certified copy of a death certificate should be provided.
- (b) Where a student has been affected by the death of someone other than a relative they should explain their relationship to the deceased and the impact upon their studies.
- (c) Bereavement will normally be considered to cover assessments within the term when the death occurred, and shortly afterwards. Students who feel that they have been affected by a death beyond this time will need to provide additional evidence to indicate how the death has affected them personally e.g. a doctor's certificate, report from a counsellor.

### **A3 Personal problem/trauma/family problem**

- (a) This can include a range of issues such as separation from a partner, family conflict, caring for a dependant.
- (b) Examination stress is not considered to be a mitigating circumstance as this is common to all students. However, this could be accepted if this exists in an acute form documented by a registered medical practitioner. Students who suffer from examination stress should seek support available at the School.

#### **A4 Court attendance**

- (a) This can include jury service, attendance at tribunals and the requirement to attend court as a witness, defendant or plaintiff.
- (b) It is normally possible to apply for deferral of jury service if it clashes with an examination. If deferral is not granted, documentary evidence from the relevant Court official must be produced to show that the clash cannot be avoided.

#### **A5 Victim of crime**

- (a) Students who consider that they have been adversely affected by being a victim of crime must provide relevant details, such as a police reference number or a report from an expert, confirming the impact of the crime upon. Examples may include theft of a laptop, being assaulted, or being burgled.
- (b) Where the crime committed is of a very personal nature, i.e. sexual assault, it may be difficult to obtain a police report. Likewise, some students may not wish to report the crime to the police. In such circumstances appropriate documentary evidence can be provided from a medical professional, counsellor or other professional body (i.e. rape support service or the School's Student Advice and Wellbeing team).

#### **A6 Exceptional financial or accommodation problems**

- (a) Many students may experience financial and accommodation problems as part of daily life. These circumstances will be considered on a case-by-case basis where they are significant and significantly disrupt a student's academic performance.
- (b) Typical evidence may include a letter from a bank or other financial agency, letters from landlords or housing support agencies.

#### **A7 School IT problems**

- (a) Failures of equipment, including IT systems and computer viruses, will only be accepted when they occur SOAS-wide, nationally or internationally, and are verified by the IT helpdesk. Students should aim to finish coursework well in advance of deadlines to avoid such problems.
- (b) Evidence required will be provided by the School's IT department.
- (c) Routine computer issues such as viruses, corrupt files and printer problems are not acceptable as mitigating circumstances. Students must take adequate precautions to reduce the potential impact of these problems such as backing up files.

#### **A8 Exceptional work commitment (part-time students only)**

- (a) SOAS appreciates that some students work to finance their studies but assumes that students will make their studies a priority. It is a student's responsibility to

evaluate whether they can comply with the requirements of their chosen course before enrolling at SOAS.

- (b) Full-time students will not normally be eligible to claim for mitigating circumstances in relation to employment.
- (c) Part-time students may submit a claim for mitigating circumstances if the work requirement is unexpected and/or non-negotiable and this prevents them from attending examinations or completing coursework by the published deadline. The student must provide documentary evidence from their employer confirming the work requirement and its duration.

#### **A9 Other serious circumstances deemed acceptable by the MCP**

The list of mitigating circumstances is not exhaustive and the School appreciates that other circumstances may arise which meet the criteria outlined in section 2 of this policy. If you are in doubt, please contact your Faculty Office or the Students' Union for advice.

## **Appendix B - Decisions available to the Mitigating Circumstances Panel (MCP)**

- B1** Each case is different and it is important to consider every submission on its merits. It is, however, unfair for students in similar circumstances to be dealt with differently. To help ensure consistency of treatment across the School, MCPs should review the mitigating circumstances claim against the criteria in section 2 of this policy.
- Do the MCs meet the definition of acceptable mitigating circumstances
  - Were the MCs exceptional, short-term, unforeseen and unpreventable
  - What is the proximity of the events covered by the MC claim to the timing of the relevant assessment(s)
  - The suitability and validity of the evidence submitted
- B2** If the documentary evidence is deemed insufficient by the MCP, it can request further evidence/clarification from the student.
- B3** The MCP will not grade the claims. Mitigating circumstances by their nature are significant events which are likely to have impacted on a student's assessment. It is not possible to determine how a particular set of circumstances will impact on a student as the same circumstances can affect students in different ways.
- B4** Marks for modules or assessment elements cannot be adjusted in light of accepted mitigating circumstances.
- B5** The MCP can make one of two decisions:
- Accept the MC claim
  - Reject the MC claim
- B6** The Sub-Board of Examiners can make the following decisions when MCs are accepted
- Sit the assessment again as a first attempt without losing a right of entry
  - Grant a further attempt at a resit assessment without losing a right of entry
  - Reinstate marks deducted for late submission of coursework (*the Faculty Office will do this prior to the Board of Examiners but note this in the minutes*)
  - No action taken at the module level but mitigation carried forward and considered for the degree classification of borderline students (*Faculties will need to keep track of such decisions and ensure they are passed to the next meeting of the Board of Examiners.*)
- B7** If the MCs are rejected then the Sub-Board of Examiners takes no action and the marks stand. This should be reported to the Board of Examiners.

## **Appendix C - Mitigating Circumstances Panels (MCPs)**

- C1** There will normally be one Mitigating Circumstances Panel per Faculty. However, Faculties with large student numbers may wish to appoint more panels, for instance one for undergraduates and one for postgraduates.
- C2** Membership of the MCP will be determined annually by the relevant Dean and will not usually exceed five members of academic staff. The MCP will be chaired by the Mitigating Circumstances Coordinator and administrative support will be provided by the Faculty Office. The restricted number of members ensures that consideration of personal information is restricted to the smallest possible number of people, consistent with making an informed decision. There should be some continuity of membership of the MCP from year to year where possible. A minimum term of three years should be applied wherever possible in order to ensure consistency.
- C3** The dates will be agreed by the School in consultation with the Faculties. There will be four meetings of the MCPs in each academic year as outlined in 5.7.
- C4** Faculties must ensure that discussions of mitigating circumstances take place at the MCP, and not at meetings of Sub Boards of Examiners. The MCP will report the outcome of cases to the relevant Sub Board(s) of Examiners. The Sub Board(s) of Examiners are required to decide the course of action as outlined in Appendix B5.
- C5** Cases will be discussed with the utmost sensitivity. Anonymity of candidates should be lifted to enable informed discussions to take place, but privacy and confidentiality are paramount. Members of the MCP should not discuss cases outside the meeting or make any information available unless a student has given written consent to such disclosure.
- C6** The decision of the Mitigating Circumstances Panel should be based solely on the evidence that has been presented to the Panel. A list of acceptable circumstances and documentary evidence can be found in [Appendix A](#).
- C7** Each case is different, and every submission should be considered on its merits. However, it is important that students in similar circumstances are dealt with in a similar way. Thus to help ensure consistency of treatment across the School, it is recommended that MCPs use the criteria set out in [Appendix B](#).
- C8** An MCP should not adjust marks under any circumstances. Options available to the MCP are set out in [Appendix B](#).
- C9** Cases will be considered by the MCP of a student's home Faculty. Faculties should ensure that decisions of the MCP are communicated without delay to the module-owning Sub Board and Faculty (if the Faculty of the module is different).
- C10** Minutes must be taken at the MCP. The minutes must record the outcome of each case, identified by student/candidate number. They must not include detailed discussions of individual cases or student names. There must be a decision in respect of every submission.

- C11** The Faculty should inform students of the outcome of their submissions to the MCP. No details of the discussions held at the MCP will be disclosed.
- C12** Decisions of the MCP are binding. Students who believe that their Mitigating Circumstances have not been considered in line with this policy may submit an appeal against the decision after the publication of their assessment results.
- C13** The MCP will make an annual report to Faculty Learning and Teaching Committee. The report will include the number of cases considered and their outcomes (in anonymous form) together with any issues of concern or examples of good practice.

## **Appendix D - Mitigating Circumstances Coordinator (MCC)**

- D1** Each Faculty will appoint a Mitigating Circumstances Co-ordinator (MCC), who will be a member of academic staff. The MCC may be the same person as the Faculty Senior Tutor. Faculties should publicise widely the names and contact details of the MCC.
- D2** The role of the MCC is:
- To provide a central point of advice and referral within the Faculty for staff and students on the mitigating circumstances policy, in collaboration with Faculty Office staff and Registry
  - To chair the Mitigating Circumstances Panel
  - To ensure the decisions taken at the panel are in line with the requirements of this mitigating circumstances policy
  - To ensure that information and documentation received in relation to mitigating circumstances is dealt with in accordance with the School's Data Protection Policy with regards confidentiality.
- D3** Each Faculty will ensure that this policy is publicised widely to students and staff. As a minimum, it should be brought to the attention of students as part of the induction process and at least annually afterwards. The information should provide the details of the MCC and Faculty Office contacts as well as where students can obtain the MC form.

### **Document Version**

| <b><i>Version</i></b> | <b><i>Author</i></b>                         | <b><i>Changes</i></b>   | <b><i>Date</i></b> |
|-----------------------|--|---|--------------------|
| 1.0                   | Nick Page, Head of Registry                  | Mitigating Circumstances Code of Practice established for implementation in 2013/14   | July 2013          |
| 1.1                   | John Peck, Head of Registry and Quality      | MC Policy updated and simplified. Approved by LTQC on 3 May 2015.                     | 27 May 2015        |
| 1.2                   | Eva Peters, Curriculum & Regulations Officer | Update of section 4: Specific Learning Differences. Approved by LTQC on 27 April 2016 | April 2016         |