**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](https://le.ac.uk/policies/regulations/mitigating-circumstances) and the [Regulations governing the Assessment of Taught Programmes](https://le.ac.uk/policies/regulations/senate-regulations).

**Mitigating circumstances are defined as recognisably serious or significant event(s), affecting a student’s health or personal life which are unforeseen and beyond the student’s control. They are sufficiently serious enough in nature to result in the student being unable to attend (in person or virtually), complete, or submit 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.**

|  |  |  |
| --- | --- | --- |
|  | **Criteria** | **Assessment type** |
| **a.** | **Assessment will be submitted late**, but falls within the late submission of **coursework** penalty scheme (normally 8 working days after published submission deadline for postgraduate modules and 10 working days for undergraduate modules), anything submitted after these dates is assumed to be a non-submission and will be considered under criterion d below. | **Coursework** |
| **b.** | **Absence from a scheduled assessment,** which is time bound, such as an **examination**, **class test, lab work or presentation**. | **Exam, class test, lab session, presentation, field work** |
| **c.** | **Taken ill during a scheduled assessment**, such as an examination or presentation. | **Exam, class test, lab session, presentation, field work** |
| **d.** | **Non-submission of an assessment, including submission after maximum period for late penalties.** | **Coursework** |
| **e.** | **Assessment attended or submitted on time but you can provide medical evidence to support that you were incapable of determining whether or not you were able to undertake the assessment at the time of doing so.** | **This relates to all types of assessment** |
| **f.** | **Self-certify the assessment.** (See Section 4 of the [Mitigating Circumstances Policy](https://le.ac.uk/policies/regulations/mitigating-circumstances)) | **All assessment types unless these are out scope.** |

**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 or complete an assessment by the deadline. It must make clear the duration of the circumstances and have the appropriate documentary evidence to support this claim.
* **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. Where the serious or significant event falls before this time you should be able to demonstrate that the impact (as above) it had can be linked to the assessment being claimed for. (e.g. event significantly impacted revision/preparation for assessment that could not be recovered at another time and therefore the assessment could not be attempted or 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’re requesting mitigating circumstances, please complete this form and email it to your department with supporting evidence no later than 7 calendar days after the deadlines for the assessment(s) affected. If you’re not sure of the email address to send it to, please speak to a member of staff in your department.

# Please ensure that you have read and understood all of the information on the [Mitigating Circumstances](https://le.ac.uk/policies/regulations/mitigating-circumstances) web pages before completing this form. [The Advice Service](https://www.leicesterunion.com/support/adviceservice/) in the Students’ Union can help you fill in this form. Contact them at [advice@le.ac.uk](mailto:advice@le.ac.uk), or by calling +44 (0)116 223 1132 / +44 (0)116 223 1184 / +44 (0)116 223 1109.

|  |  |
| --- | --- |
| **Your information** | |
| First name |  |
| Surname/Family name |  |
| Student number |  |
| Academic department |  |
| Programme of study (Course) |  |
| Year/level of study |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Your affected assessments** | | | | | |
| Module code | Module title | Type of assessment (e.g. lab session, examination, report) | Original deadline date of coursework submission or examination | Criteria  a-f?  *(see previous page)* | Did you attempt this assessment on time? |
|  |  |  |  |  | Yes ☐  No ☐ |
|  |  |  |  |  | Yes ☐  No ☐ |
|  |  |  |  |  | Yes ☐  No ☐ |
|  |  |  |  |  | Yes ☐  No ☐ |
|  |  |  |  |  | Yes ☐  No ☐ |
|  |  |  |  |  | Yes ☐  No ☐ |
|  |  |  |  |  | Yes ☐  No ☐ |
|  |  |  |  |  | Yes ☐  No ☐ |

|  |
| --- |
| **Your mitigating circumstances** |
| **I am requesting mitigating circumstances because…**  *Please provide a brief summary explaining 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) ☐ |
| I do not have evidence yet but will supply it within 7 calendar days after the assessment due date ☐ |
| This is a request to self-certify ☐ |
|  |
| **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 school/department will have advised which modules this refers to and how many self-certifications are permitted

# What happens next?

Self-certification requests

The information on this form will be considered by your School/Department’s Mitigating Circumstances Expert, who will contact you directly with an outcome and further guidance.

Evidence based mitigating circumstances requests

The information on this form and your supporting evidence will be considered by your School/Department’s Mitigating Circumstances Expert in the first instance. In complex cases, the Mitigating Circumstances Expert will present the case to a Mitigating Circumstances Panel, who have access to the same information.

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:

| **Criteria for claim** | **Regulatory Recommendation** |
| --- | --- |
| Assessment will be submitted late | Removal of lateness penalties |
| Non-submission of an assessment | Provide a new date to attend/submit the assessment  or  Provide a new date to attend/submit an alternative assessment  or  Void assessment and rescale module mark across other assessment elements |
| Absence from a scheduled assessment such as an examination, class test, lab work or presentation; | Provide a new date to attend/submit the assessment  or  Provide a new date to attend/submit an alternative assessment  or  Void assessment and rescale module mark across other assessment elements |
| Taken ill during a scheduled assessment | Disregard attempt and provide a new date to submit the assessment  or  Disregard attempt and provide a new date to submit an alternative assessment  or  Void assessment and rescale module mark across other assessment elements |
| Assessment attended or submitted but the student can provide evidence to support the notion that they were incapable of determining whether or not they were able to undertake an assessment at the time of doing so. | Disregard attempt and provide a new date to submit the assessment  or  Disregard attempt and provide a new date to submit an alternative assessment  or  Void assessment and rescale module mark across other assessment elements  Or  Note that the assessment was affected and carry the mitigation claim forward to the point of award, for the purpose of any borderline considerations |