



Application for consideration of mitigating circumstances

Reminder: before completing this form, you should ensure that you have read and understood the attached guidance notes. Completing and signing the form will be taken as evidence that you have read and understood those instructions.

Section 1: Student details

Name:
Degree programme:
Personal tutor:

Student number (SID)
Year of study:
Parent school:

Section 2: Modules affected

Module code	Module title	Type of assessment affected (e.g. exam / coursework)	Dates affected		
			From	To	Ongoing

Section 3: Details of circumstances

You should use this section to provide a brief summary of your illness/problem:

Precise dates between which you were affected by the problem described above

From: To:

Is the problem ongoing? (please tick and indicate a "from" date in previous box)

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You should use this section to describe how your illness/problem has affected your ability to attend classes / complete coursework / prepare for and / or take in-course tests or University examinations (*continue on a separate sheet if necessary – include your name and SID on each sheet*):

If you wish your evidence to remain strictly confidential please enclose it in a sealed envelope clearly marked with your name and SID number and tick this box. Please read the guidance notes concerning confidentiality which accompany this form.

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Section 4: Request

Please indicate below the type of consideration you would like. However, the final decision as to how to treat your mitigating circumstances lies with the Board of Examiners. Possible outcomes are explained in the guidance notes.

First (or second or third) attempts

Consideration of your circumstances by the Board of Examiners

Coursework submission deadline extension

Section 5: Evidence

Please provide medical or other documentary evidence in support of your claim. If you are unable to provide evidence, please explain why. See guidance notes for further details.

Evidence attached (please tick):

Medical certificate

Crime reference / police report number

3rd party confirmation (e.g. of bereavement)

Other

If "other" please give details

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Section 6: Declaration

I confirm that the information provided on this form is honest and accurate to the best of my knowledge and that I have read and understood the guidelines provided. I understand that if I seek to gain advantage or benefit by providing false or misleading information I will be subject to disciplinary action under the General University Disciplinary Regulations as laid out in the Taught Student Guide and Section 2.7 on the website of the Office of Academic Appeals and Regulation (http://www.leeds.ac.uk/aaandr/disp_reg.htm).

Signed:

Date:

FOR OFFICE USE ONLY

Section A: Receipt of form and evidence

Date received:

Signature:

Evidence attached to form:

Yes

No

Evidence in student file:

Yes

No

Section B: Decision of the Board of Examiners / Special Circumstances Committee

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Signature on behalf of Board of Examiners:

Date:

Name:

Section C: Communication of Outcome

Date student informed of outcome:

Date teaching school informed of outcome:

Signed:

Signed:



Application for consideration of mitigating circumstances

Guidance Notes

You do not have to tell your School about anything that may have affected your performance in an assessment. However, if you want to claim mitigation in respect of absence from an examination or adverse circumstances affecting your performance in an examination or coursework then you must follow this procedure. It is your responsibility to provide satisfactory evidence on which a claim may be assessed.

What are mitigating circumstances?

Mitigating circumstances are significantly disruptive or unexpected events which are beyond your control but which might affect your academic performance. If you experience difficulties that you think have affected, or might affect, your ability to complete coursework or to take examinations it is your responsibility to advise your School as soon as possible. This might include circumstances that have:

- caused you to miss more than one week of classes;
- caused you to miss coursework deadlines;
- caused you to miss an in-course test or University Examination which contributes to a module mark;
- prevented you from preparing for classes or examinations;
- caused you concerns that your focus and concentration levels will affect your performance.

Such events might include:

- suffering a serious illness or injury;
- the death or critical illness of a close family member;
- a significant family crisis leading to acute stress;
- absence arising from such things as jury service or maternity, paternity or adoption leave.

Events or circumstances that would not normally be considered grounds for consideration of mitigating circumstances include:

- holidays or other events that were planned or could reasonably have been expected;
- assessments that are scheduled close together or on the same day;
- misreading the timetable for examinations or otherwise misunderstanding the requirements for assessment;
- inadequate planning or time management;
- failure, loss or theft of a computer or other equipment, including inability to print off work for whatever reason;
- consequences of paid employment;
- exam stress or panic attacks not supported by medical evidence;
- minor disruption in an examination room during the course of an assessment and last-minute or careless travel arrangements.

Making your claim

If you are absent from an examination or believe that your performance in an examination or assessment has been affected by illness or other adverse circumstances, you must provide a written explanation supported by evidence to your Parent School **always in advance of the meeting where your results are to be considered** and in any event within 5 days of the end of the relevant exam period. It is your responsibility to find out the date of this meeting and if you are in doubt you should consult your School office. If you attempt to supply the information after the meeting, it cannot be taken into consideration. In the case of illness, you must provide a full medical certificate from your doctor.

Your claim for the consideration of evidence of mitigating circumstances must be made in writing to your own School (not the teaching School if you are taking a module delivered elsewhere). A standard form is available for this purpose. You may also wish to inform your module leader(s) that you are submitting an application for mitigating circumstances.

Advice and guidance on making a claim is available from:

- your Personal Tutor or nominated School Student Support staff;
- LUU Student Advice Centre (<http://www.luuonline.com/help>);
- Student Counselling Centre (<http://www.leeds.ac.uk/studentcounselling/>);
- procedural guidance is available from the University Examinations Officer in Taught Student Administration.

Applications relating to assessed coursework should, where possible, be submitted BEFORE the submission date of the assignment.

Section 3 of the form is where you must describe the nature of the circumstances or event that you have suffered and offer an explanation as to how this has affected your ability to do as well as you would have expected in an examination/assessment, or why you expect not to do as well. It will then be the responsibility of the appropriate School representative (in the event of extensions), the School Special Circumstances Committee or the appropriate Board of Examiners to carefully consider this evidence. If the matter is forwarded to the Special Circumstances Committee or the Board of Examiners and they are satisfied that there has been a significant impact on your performance the course of action will be determined by the Board.

Possible outcomes:

- (i) to grant you additional time to complete a specific piece of assessed coursework or to set aside the standard penalty for late submission;
- (ii) to give you the opportunity to re-sit an examination or other assessment as a first attempt without penalty (should you so wish);
- (iii) to award an exceptional 'extra' attempt at the examination or assessment;
- (iv) to depart from the normal rules of classification of degrees or progression to the next level;
- (v) to not grant any concessions.

Confidentiality

Information contained on the form or attached to it will always be treated as confidential but it may be seen by the School Special Circumstances Committee (comprising School academic and administrative staff) or members of the Board of Examiners. If you feel that some or all of the information is so sensitive or personal that you wish to restrict who sees it, you should submit it in a sealed envelope marked for the attention of the Chair of the SSCC/Board of Examiners. You must understand, however, that not having the full information may restrict the ability of the SSCC/School Board of Examiners to make an appropriate recommendation.