

## Mitigating Circumstances Introductory Notes

Before completing the form you must carefully read the:

- ✓ **Introductory notes below; AND,**
- ✓ **'Mitigating Circumstances - Student Guidance'** – this contains further information and examples to help guide you through the process. This guidance is available at: [www.londonmet.ac.uk/mitigation](http://www.londonmet.ac.uk/mitigation)

You should use this form to make a Mitigating Circumstances claim for:

- ✓ Non-attendance at an exam(s); and/or
- ✓ Late coursework submitted within the two week late coursework period; or,
- ✓ Non-submission of coursework.

If you have attempted an exam or submitted an item of coursework **on time** and you believe that your performance may have been significantly impaired by mitigating circumstances, you should consider submitting an Academic Performance Appeal after your results have been published (see [www.londonmet.ac.uk/appeals](http://www.londonmet.ac.uk/appeals)).

### If you are unable to submit evidence in support of your claim

Claims without evidence will be deemed invalid. Do not submit a claim if you are unable to secure relevant supporting evidence (see section 5 below). If your evidence is not available by the submission deadline for this form, you may wish to consider submitting an appeal once you have the evidence (see [www.londonmet.ac.uk/appeals](http://www.londonmet.ac.uk/appeals)).

#### 1. Submission of Mitigating Circumstances Forms

- ✓ All completed forms must be submitted to one of our Undergraduate/Postgraduate Offices by the relevant deadline (see Section 2 below).
- ✓ You should keep a photocopy of your completed form and all supporting evidence.
- ✓ Your evidence must be securely attached to this form. You will receive an email receipt after you have handed in the form, which you should keep as proof of your submission.
- ✓ If your circumstances are highly personal, please submit your form in a sealed envelope marked 'Private and Confidential'.

#### 2. Deadlines for claims of Mitigating Circumstances 2011/12

**Semester 1:** 17 February 2012

**Semester 2 :** 15 June 2012

**Reassessment Period:** 10 August 2012

**Postgraduate Dissertations:** 14 September 2012

#### 3. What are Mitigating Circumstances?

Mitigating circumstances are circumstances that are **acute, severe, unforeseen and outside a student's control, that occur immediately before or during the assessment period in question.**

The '**assessment period in question**' is defined as follows:

- i) For non-attendance at an examination = the date of the examination.
- ii) For late submission of coursework = the coursework deadline date
- iii) For non-submission of coursework = the coursework deadline date **and** the two week late coursework period.

Circumstances that are not acceptable are those where you could reasonably have avoided the situation, made arrangements to address the problem or taken action to limit the impact of the circumstances, as these circumstances would be deemed to be within your control.

Where assessment adjustments have been made (e.g. sheltered examination accommodation, adjustments for students with dyslexia) the same reason cannot normally be claimed as a mitigating circumstance.

#### 4. What if my condition is long term / persistent?

If you have a long-term, ongoing and/or persistent condition you are expected to contact Student Services in order that the University can support you throughout your studies. We also advise that you contact your Personal Academic Adviser/Course Leader to discuss how your course can be managed effectively given the nature of your circumstances. The Mitigating Circumstance Procedure is a retrospective process that solely considers unforeseen circumstances in respect of assessment deadlines that have passed. As such, this is not the correct Procedure to use if you have a disability or a long-term medical condition (unless it has suddenly deteriorated) and wish to be considered for future assessment adjustments and support.

#### 5. What if my condition is temporary but known in advance of the assessment period?

If you have a temporary condition that is affecting your ability to study, or day-to-day life, you may be eligible to receive support and adjustments in advance of the assessment period. Please contact the Disabilities and Dyslexia Service. Since the Mitigating Circumstance Procedure is a retrospective process that solely considers unforeseen circumstances in respect of assessment deadlines that have passed, it is not the correct Procedure to use in respect of temporary conditions which exist appreciably in advance of the assessment deadline.

#### 6. What kind of evidence do I need?

**All claims for mitigating circumstances must be supported by appropriate, objective evidence. It is your responsibility to submit evidence along with this form.**

Acceptable evidence is an original (not a photocopy) signed letter etc. from an appropriate third party (e.g. GP, hospital consultant, solicitor, police officer, University Counsellor) giving details of the circumstance, its duration and its impact. Letters from family members or fellow students are not normally acceptable. If the original document submitted as evidence is not in English, an independent (e.g. from a professional translation service, member of University staff, embassy etc.) translation must also be provided. All evidence should be relevant to the assessment period in question (see section 3 above).

#### 7. The outcome of a Mitigating Circumstances claim

Mitigation outcomes are published on e-vision (see [www.londonmet.ac.uk/evision](http://www.londonmet.ac.uk/evision)). We will notify you when your mitigating circumstances outcomes are available to view.

#### 8. Further Information

- ✓ Mitigating Circumstances - Student Guidance – is available at: [www.londonmet.ac.uk/mitigation](http://www.londonmet.ac.uk/mitigation)
- ✓ If you require assistance completing this form – please contact the Students' Union:
  - North campus - Tower Building - Tel: 020 7133 4171
  - City campus - Goulston Street - Tel: 020 7320 2233
- ✓ If you have any queries regarding the submission of this form, please contact your Undergraduate / Postgraduate office
- ✓ Any other queries should be sent via email to: [mitigation@londonmet.ac.uk](mailto:mitigation@londonmet.ac.uk) (please include your full name, Student Number and if applicable, list the module(s) concerned)

# Mitigating Circumstances Form 2011/12

**For Office use only**

Date stamp required here



**All sections of this form must be completed**  
**Please read our Introductory Notes and Student Guidance before completing this Form**

**PERSONAL DETAILS**

Surname : \_\_\_\_\_ First names: \_\_\_\_\_ Student ID number: 

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**COURSE DETAILS**

Course title: \_\_\_\_\_  
 City Campus / North Campus / Partnership College *(Delete as appropriate)* Full Time / Part Time *(Delete as appropriate)*

**DETAILS OF CLAIM**

Module Code	Module Title	Component affected: <i>exam, essay, project, presentation</i>	Late/Non submission <i>(Delete as appropriate)</i>	Deadline <i>Date of original assessment</i>	If late submission, date work actually submitted
			<i>LATE/NON</i>		
			<i>LATE/NON</i>		
			<i>LATE/NON</i>		
			<i>LATE/NON</i>		
			<i>LATE/NON</i>		
			<i>LATE/NON</i>		

**DETAILS OF MITIGATING CIRCUMSTANCES**

Please briefly describe your circumstances and their impact on your studies, making reference to your supporting evidence, and being specific about dates *(Continue on next page then on a separate sheet of paper if necessary)*.

**PLEASE DO NOT ATTACH COURSEWORK TO THIS FORM**

**IMPORTANT NOTE – ALL STUDENTS MUST COMPLETE THIS SECTION EACH TIME THEY SUBMIT A MITIGATING CIRCUMSTANCES FORM**

1. Are you currently registered with the University's Disabilities and Dyslexia Service (DDS)?  
 Yes       No (*go to Question 2*)       Do not wish to respond (*go to Question 2*)

If Yes, does your mitigating circumstances claim relate to;

- a)  previously disclosed condition(s);  
b)  a deterioration of previously disclosed condition(s);  
c)  a new condition or pregnancy / maternity / paternity  
d)  circumstances not related to your previously disclosed condition (*go to Question 2*)

If you have indicated a), b) or c) above, it may help your claim if we contact the DDS regarding the nature of any adjustments you have in place. **If you do not** wish the University's DDS to be contacted, please sign below:

Signature: \_\_\_\_\_ Print name: \_\_\_\_\_ Date: \_\_\_\_\_

2. If your supporting evidence indicates that you have a disability or long-term medical condition (which can include depression or anxiety) we are required, unless you advise us otherwise by signing below, to notify the University's Disabilities and Dyslexia Service (DDS). The DDS will, in turn, contact you directly to discuss your eligibility for support. The Mitigating Circumstances Panel may also make referrals based on information contained in your statement.

**If you do not** wish the University's Disabilities and Dyslexia Service to be notified, please sign below:

Signature: \_\_\_\_\_ Print name: \_\_\_\_\_ Date: \_\_\_\_\_

For further information: <https://intranet.londonmet.ac.uk/student-services/dyslexia-disabilities>

Email: [dds.student-services@londonmet.ac.uk](mailto:dds.student-services@londonmet.ac.uk)

**BEFORE SUBMITTING YOUR CLAIM YOU NEED TO COMPLETE THIS SECTION**

I confirm that I have read and understood both the Introductory Notes (at the beginning of this form) and the Mitigating Circumstances - Student Guidance (available at [www.londonmet.ac.uk/mitigation](http://www.londonmet.ac.uk/mitigation)).

I declare that to the best of my knowledge, all information given is true and all evidence submitted is genuine and **I understand that a fraudulent claim may lead the University to take action under its disciplinary procedures.**

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_