

# HE MITIGATING CIRCUMSTANCES POLICY AND PROCEDURE

<b>VERSION NUMBER</b>	01
<b>RESPONSIBLE MEMBER OF STAFF</b>	Head of Higher Education

RECORD OF REVISIONS	
DATE	DETAILS
March 2018	Presented to SMT for approval

<b>Current date</b>	April 2018
<b>Date of corresponding Impact Assessment</b>	tbc
<b>Review date</b>	April 2021
<b>Review to be approved by</b>	SMT

## Higher Education Mitigating Circumstances Policy and Procedure

### 1. Introduction

All students are expected to manage their learning during their studies. In order to do this, students will need to develop time management strategies so that they can manage their workload efficiently to ensure all deadlines are met.

The workloads and personal commitments of students will vary but it is expected that students undertaking a programme of higher level study will seek to manage these in a way that will not have an adverse impact on their studies. Barnfield recognises that sometimes events happen to students that they do not have control over and seriously affect their capacity to meet assessment deadlines.

### 2. Scope

This mitigating circumstances policy is intended to set out the procedure for students to request that exceptional circumstance events are taken into account and, where appropriate, make adjustments to published deadlines.

It is anticipated that the timeframe in which an incident may have an effect on a student's studies would normally be during the three weeks prior to the assessment point, on the day of submission for assessment or the day of examination. All claims will be considered on an individual basis.

### 3. Valid reasons for making a claim

**The following are examples of what is normally considered:**

- serious personal injury, such as a broken limb, or a medical condition requiring hospital attention or one with an incapacitating effect
- an acute illness such that a reasonable person would have been unable to carry out the assessment task as required
- being the victim of a serious crime, such as robbery, burglary or a violent assault during the period immediately preceding the assessment
- the serious illness or death of a close relative: normally a partner, parent, child or sibling
- Birth of a baby and/or unforeseen pregnancy complications

**Normally not acceptable would be:**

- the death or illness of a distant relative
- financial problems, including payment of fees
- difficulties with housing
- difficulties with baby-sitters, child-minders
- transport difficulties such as public transport strikes, roadworks or private transport breakdowns
- confusion over time, date or location of the examination, or assignment hand-in date on the part of the candidate when this has been clearly notified, and not posed any problem to other students in the group
- work pressure if you are enrolled as a full-time student
- computer problems such as viruses, disk corruption, printer problems, network problems

## Higher Education Mitigating Circumstances Policy and Procedure

### 4. Procedure for Applying for Mitigating Circumstances

You must have valid reasons to claim mitigating circumstances, which must be supported by clear and appropriate evidence for any claims. Requests for mitigating circumstances must be made before the hand in date/assessment using the application form below.

Completed applications should be sent in the first instance to the Lead Lecturer with all supporting evidence prior to the assignment deadline. A copy of the application only should also be sent to your Personal Tutor. The application and supporting evidence will then be sent to the Subject Area Lead for Higher Education to convene an academic panel.

The decision will be based on the evidence presented and may be supported by recommendations by your personal tutor.

The panel will convene within three days working days of the submission and provide a response to the student within five working days.

In exceptional circumstances, where mitigation is submitted after the assignment/assessment deadline, students must clearly explain the reason for this and provide further supporting evidence.

The timeframe for the panel decision for late submissions will be the same as above.

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### Mitigating Circumstances Application

**Complete and submit the application with supporting evidence to the relevant Lead Lecturer before your assessment deadline is due.**

(Please also forward a copy of the application, omitting the supporting evidence, to your personal tutor.)

#### STUDENT DETAILS

First name: ..... Family name: .....

Course Title: ..... FT or PT? .....

Telephone number:..... Email address.....

Module/Unit No/code	Hand in date/ exam date/

**MODULE/UNIT AFFECTED:** *(please include ALL details below or your claim may not be considered)*

**REASON FOR CLAIM:** *(please make this as clear as possible using additional paper if necessary)*

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**Type of evidence submitted:** (please state) .....

**Note 1** Applications submitted without official evidence may not be considered.

**Note 2** Inclusion of official evidence with your application does not necessarily ensure acceptance.

Signature of student \_\_\_\_\_ Date \_\_\_\_\_

*NB: Making false claims or falsifying evidence could lead to disciplinary procedures. Short term extensions are not given for referral assessments.*

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### INTERNAL USE ONLY

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#### **Panel Decision:**

- Accepted  short-term extension of ..... days
- Accepted  long-term extension of
- Accepted  re-assessment/re-sit with/without penalty at the next available opportunity
- Refused  \_\_\_\_\_

#### **Comments/recommendations:**

Signature of Chair of  
Mitigating Circumstances Panel: ..... Date: .....

#### **Decision communicated:**

Manager/Lead Lecturer contacted on/by whom: \_\_\_\_\_

Student contacted on/by whom: \_\_\_\_\_