

Student Guide to Extenuating Circumstances (Mitigation)



What are Extenuating Circumstances?

Extenuating circumstances (mitigation) are those which are out of a student's control and can prevent them from submitting an assignment and/or sitting an exam.

Below is a list of acceptable circumstances. Please note this list is *not exhaustive*.

- Bereavement
- Illness
- Traumatic incident
- Significant close family problems
- Burglary or computer stolen (with some other evidence to confirm that the work was stolen – notes/ plans / drafts etc.)
- Car accident / other type of accident
- Attendance at Court

It is essential that evidence is provided to support your application. This will be covered further in this presentation.

Unacceptable Grounds

Below are circumstances which New College Durham would class as unacceptable grounds for mitigation. Again, this list is *not exhaustive*.

- Holidays
- Weddings
- Family celebrations
- Technical problems – printing problems
- Computer failure / corrupt disks & USB sticks etc.
- Financial problems and part time working



How do I apply?

// It is strongly recommended that you make your Tutor aware of your circumstances so that they are able to support you.

It is essential that you make your application within **2 weeks** of the original submission date (excluding holidays). Anything submitted beyond this time may not be considered by the Panel.

// To apply, you will need to visit the HE Information page on the New College Durham website and download a copy of the application form ([Higher Education Information \(newcollegedurham.ac.uk\)](https://newcollegedurham.ac.uk/higher-education-information)).

You will need to provide as much detail as possible so that the Panel are fully aware of your circumstances. You must email your completed form and accompanying evidence as attachments to mitigation@newdur.ac.uk

The Application Form

Filling out the Application Form

This section must be completed in full. For London School of Commerce students, you must identify your cohort.

This section must contain the exact detail of the modules / components which have been affected. All details must be included. If you are unsure of any details, such as the Module Title of Module Code, please contact your Tutor.

It is essential that your module details are correct. The Panel will only record any approved mitigation against the modules you have listed.

By filling out these details as accurately and in as much detail as possible, this will ensure the Panel are able to quickly identify your student record.

Application for Mitigation

Section 1 – To be completed in full by the student.

NOTE: This form can be submitted any time prior, but no later than 14 days (excluding holidays) after the assessment due date.

Date of Application:		Full Name:	
Enrolment Number:		Contact Email:	
Personal Tutor Name:		Contact Address:	
School:			
Programme Title:			
Awarding Body:			
Year / Level:			
Mode (ft / pt):			
For London School of Commerce students only, please identify your cohort:			

Module, Assessment and Evidence Details

Modules / Assessments affected (it is your responsibility to ensure you have listed ALL the module assessment and components that are or have been affected).

Module Title	Module Code	Module Leader	Component	Original Submission Date	Extension (up to 7 days) granted? Y / N	Proposed Resubmission Date	Agreed with Tutor?

The Application Form

Filling out the Application Form

Use this section to provide as much detail as possible on the circumstances which have stopped you from completing an assessment.

Remember: The Panel do not know who you are, therefore they need as much detail as you can provide to make a decision on your application.

Use this section to inform the panel what evidence you have provided with your form. If the evidence is going to be late, you must identify this on your form.

If your evidence names someone else, you must have their permission to use the document as evidence.

Describe in detail the circumstances and how they have affected your ability to complete the assessment work using the box below:

List the evidence provided or that which you intend to provide to support your application - *(Please note: mitigation will only be considered if relevant evidence to support your claim is submitted. Also please ensure your evidence relates to the dates of the assessments)*

List of Evidence	Expected date of late evidence
Evidence 1 – Insert detail here	
Evidence 2 – Insert detail here	
Evidence 3 – Insert detail here	
Evidence 4 – Insert detail here	

If evidence includes personal information on a third party, do you have their consent to provide evidence on their behalf?	Yes / No
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The Application Form

Filling out the Application Form

This section be completed by your Tutor or Programme Leader. They must add detail and provide their electronic signature where possible.

Your form will be returned to you if this section is incomplete.

Section 2 – To be completed by the Programme Leader or Personal Tutor

I confirm that all of the above programme information is correct. If any information is incorrect, please provide correct details below:

Module Name	Module Code	Module Lead/Tutor	Component	Original Submission Date	Proposed New Submission date

Has the student been referred for additional support? <i>Delete as appropriate</i>	Yes / No / N/A
Have you discussed Suspension of Studies with the student? <i>Delete as appropriate</i>	Yes / No / N/A
If the student is applying for mitigation for several assessments, have you agreed an action plan? <i>Delete as appropriate</i>	Yes / No / N/A

Further comments, including explanation of any of the above:

Staff Name:		Staff Signature:		Date:	
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The Application Form

Filling out the Application Form

Please ensure you read this section before you sign it.

Section 3 – All students must read and complete

I confirm that:

- The information supplied is true and accurate to the best of my knowledge. I am aware that a fraudulent application may lead to Academic/Professional misconduct regulations being invoked. I acknowledge that it is my responsibility to ensure that I have fully completed this form and the supporting evidence is attached. I understand that any evidence supplied with this form will not be returned. I have read and understood the relevant regulations on extenuating circumstances. I am aware that any person named in my submission may be contacted in order to seek clarification for further information.

I understand that:

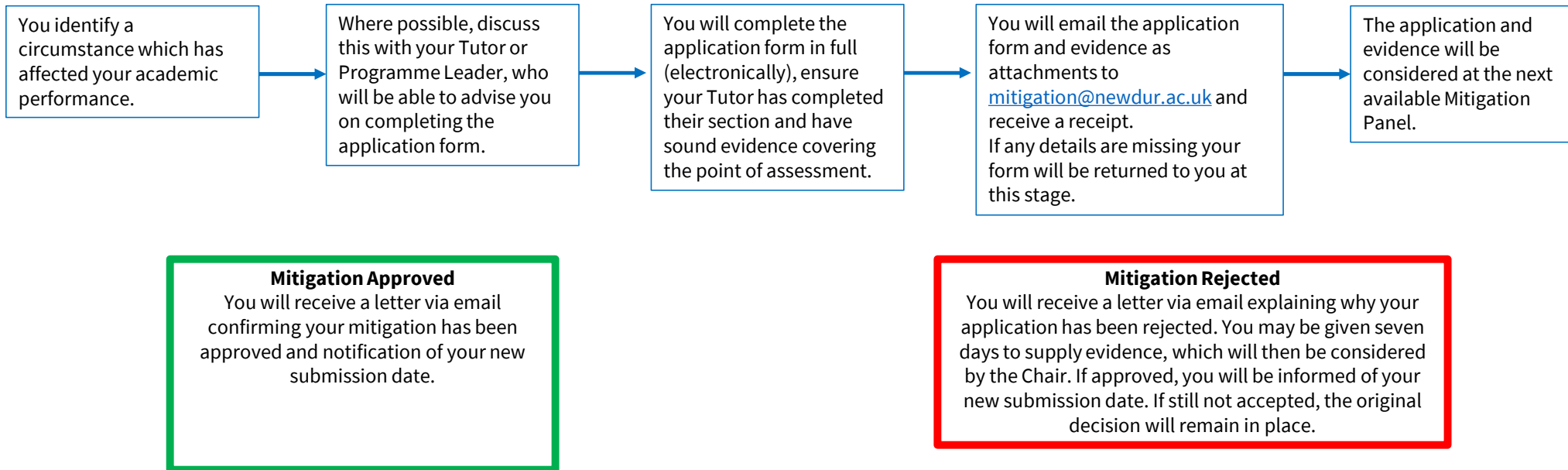
- The information I have provided on this form will be held by the College for six years after my final academic year and any evidence I have submitted in relation to my application will be held for one year after my final academic year.

Note: If your application is successful, the College will record the fact that the application was successful on your permanent student record as described in our Privacy Notice <http://newcollegedurham.ac.uk/privacynotices/>

Student Signature:

Date:

The Process



**The outcome of your application will then
be reported to the next available
Assessment Board.**

Below is a list of possible evidence you could supply.
This list is not exhaustive.



What evidence do I need?

- Medical certificate – a prescription will not be acceptable without some other confirmation of the illness
- Letter from a medical professional treating yourself or a family member
- Proof of attendance at hospital
- Death certificate / copy of funeral order of service leaflet or similar / letter from a member of the clergy or priest or similar
- Letter from employer confirming that you had to work to cover a sick colleague
- Police report and crime number – evidence also needs to be given of previous work/ notes/rough drafts if work has been stolen
- Solicitor's letter
- Letter from transport company to say if the bus or train broke down or the service was interrupted
- Statement of attendance from a counsellor if personal problems are affecting your work

It is **very unlikely** that your application will be approved if no evidence is provided.

What will my letter say?

Mitigation Panel Decision is commonly used to explain why an application has been rejected and has a student has the opportunity to submit evidence within seven days of the decision. Mitigation has been rejected on your application form will be used to compose this section of the letter. Therefore, it is essential that these details are correct.

Module Code and Title	Module Assessment(s)	Mitigation Panel Decision	Outcome Code	Required date of re-sit / re-submission

Additional Comments made by Panel:-

What will my letter say?

The information provided on the second page of your letter provides further detail on the codes which are used.

If you need further clarification, please contact your Tutor or Programme Leader.

Mitigation Panel Outcomes

The Mitigation Panel will categorise the seriousness of accepted extenuating circumstances as follows:

- (A) Very serious extenuating circumstances such as to make appropriate, if the Assessment Board or Committee so considers, the provisions of the following:
 - i. permit the student to be assessed in a form agreed by the Board or Committee.
 - ii. deem the student to have passed the assessment.
 - iii. award a mark.
 - iv. raise a mark or permit re-assessment to raise a mark.
 - v. offer the relevant award if it is the final stage.
- (B) Extenuating circumstances sufficiently serious to make appropriate a decision to defer an assessment.
- (C) Extenuating circumstances not deemed sufficiently serious to make a deferral of assessment appropriate.

Outcome Code and Action Description

- | | |
|---|---|
| 1 | Submit assessment by the required date without penalty* |
| 2 | Submit assessment by the required date with penalty |
| 3 | Sit the examination at the next available opportunity without penalty – <i>see Course Leader for details</i> |
| 4 | Re-sit the examination at the next available opportunity with <u>penalty</u> – <i>see Course Leader for details</i> |
| 5 | Insufficient evidence to support the application |
| 6 | Date(s) of the supporting evidence do not align with the date(s) of assessment |
| 7 | Application form is incomplete or missing key information / evidence |
| 8 | Other please <u>state:-</u> |

**Penalty – is a grade which is restricted to a minimum level of pass mark*

FAQs

Can I apply more than once?

You may apply more than once if circumstances are still preventing you from submitting your assignments / sitting an exam.

However, new evidence must be provided to show how the circumstances have worsened or are still affecting your academic ability.

Does my Tutor need to see my form and evidence?

Yes. If your form is not signed by your Tutor, your application will not be processed to be presented to the Panel.

However, if you wish for your evidence to remain confidential, you can request that only the Chair of the Mitigation Panel sees this.

Who needs to send my documents?

It is your responsibility to send your application and evidence as attachments to mitigation@newdur.ac.uk .

FAQs

How much detail do I need to provide on my circumstances?

Remember that the Panel will not know who you are or any of your background information. Therefore, it is essential that you provide as much detail as possible on your circumstances. This also needs to be supported by your evidence.

When will I find out the outcome of my application?

Usually, the College will send out your outcome letter within seven days of the panel date. This will be sent to you by the Secretary of the Panel from mitigation@newdur.ac.uk.

If my application is approved, how long will I be given to resubmit / retake an exam?

As part of the mitigation process, you should discuss a date to resubmit with your Tutor. This date will be reviewed by the Panel and may be agreed, lengthened or shortened based on their decision. Your resubmission date will be documented on your outcome letter and your Tutor will also be informed.

FAQs

When are the Mitigation Panels held?

The Mitigation Panels are usually held a few weeks before an Assessment Board to ensure the outcomes can be processed and marked against your assessments.

Will the Assessment Board know why I applied for mitigation?

No. Members of the Assessment Board will only be informed of the outcome of your application against the relevant modules. Your circumstances remain strictly confidential and are not discussed at the Assessment Board.

Will applying for mitigation affect my grades?

If you apply for mitigation for a first attempt of an assessment and you are successful, your mark will not be capped.

However, if you apply against your second attempt, your mark will remain capped (40% in most cases).

FAQs

When can I apply?

You may apply at any time leading up to an assessment deadline, but no later than two weeks after this. Retrospective mitigation will only be considered in exceptional circumstances.

What happens if my application is rejected?

If your application is rejected, you may be given up to seven days to supply further evidence to support your case. This will then be reviewed by the Chair.

If rejected, you will still have the opportunity to resubmit but your grade will be capped at the pass mark.

What if I miss the deadline to apply for mitigation?

If you miss the deadline for your application to be submitted to a Mitigation Panel, you must provide a reason as to why it is late. Panel members are within their right to not consider an application if there is no valid reason for why it is late.

If your application is not considered, this will be presented to the next available Mitigation Panel.

FAQs

Who are the members of the Mitigation Panel?

The Panel will consist of the following members;

- A Vice Principal (or delegate who will act as the Chair)
- A minimum of two and a maximum of five staff (including HE support and/or academic staff)
- Representatives from the HE Quality and Development Unit
- A Panel Secretary