Mitigating circumstances process

# What are mitigating circumstances?

If you have been unable to submit or take your assessment by the deadline due to unforeseen circumstances that have impacted on or around the assessment point, then you can submit a claim for mitigating circumstances.

# Where do I find the mitigating circumstances form?

Forms are available at [mitigating circumstances](https://student.londonmet.ac.uk/your-studies/student-administration/rules-and-regulations/mitigating-circumstances/) along with further details on both processes and a Student Guidance document which you must ensure you have read before submitting a claim.

You will generally need to provide evidence alongside your claim form.

# What type of evidence would be accepted?

The following documents or types of evidence would normally be accepted. This list is not exhaustive.

Statement of Fitness for Work ('fit note')/GP or Consultant’s letter – This needs to be specific about the nature of the illness/condition and must provide a confirmed diagnosis by an appropriate health-care professional who saw you at the time of the assessment period in question. A diagnosis is essential, as is a clear indication of the period affected. Notes/letters where your GP etc. simply reports what you have said to them are not acceptable.

Confirmation of positive covid test result or letter from Module Leader confirming that they have been made aware if you have tested positive for covid or are required to self-isolate. A clear indication of the period affected must be provided.

Letter from solicitor, summons to attend court; report from a police officer (crime numbers on their own are not acceptable).

Death certificate – Please note that we do not keep any original death certificate; it will be copied and the accepting member of staff will sign the copy and return the original. We appreciate that original death certificates are sometimes difficult to obtain, especially if the death occurred abroad. For non-UK death certificates, the University may require a notarised and legalised copy of the certificate or similar corroboration of its authenticity. Hospital documentation confirming the death may be an acceptable alternative.

Confirmation by a transport official of unavoidable, unforeseen and severe disruption to transport.

 A letter of support from a University tutor confirming any matters of fact relevant to your claim.

Corroboration or statement from a University counsellor - If you have been seeing a University counsellor they may write a short statement confirming/supporting your claim, especially if your circumstances are of a particularly sensitive/confidential nature.

If you require further advice on this you can contact the Students' Union; **theadviceservice.su@londonmet.ac.uk**

# How do I submit my mitigating circumstances form?

Please submit completed forms and evidence to **mitigation@londonmet.ac.uk**

# Is there a limit to how many times I can submit a claim for mitigating circumstances?

If unforeseen circumstances have impacted your ability to submit your coursework or attend your examination, you can make an application for mitigating circumstances. You would need to include the detail of all the assessments you are claiming for on your mitigating circumstances form.

# When should I submit a mitigating circumstances claim?

Claims must be submitted within two weeks of the assessment deadline for the component(s) concerned. However, you are advised to submit claims as soon as possible and ensure you have provided supporting evidence with the claim.

# My evidence for my mitigating circumstances claim will not be available until after the two week deadline I have to submit my claim. What can I do?

We recommend that you submit your claim and the evidence together by the deadline. Where this isn’t possible, please submit the form together with the evidence when available and complete the relevant section on the mitigating circumstances form to explain the reason for the delay.

# When will I receive an outcome for my mitigating circumstances claim?

Mitigating circumstances claims are normally responded to within four weeks of the date that you submit your claim. By submitting a mitigating circumstances claim you have already declared that you will not be taking/submitting the assessment by the deadline and are aware that you will have a capped reassessment opportunity in the summer. The outcome of your claim simply determines whether the mark will be capped or uncapped.

# My mitigating circumstances claim has been accepted. When do I now take/submit my assessment?

For general coursework resubmissions your next deadline is the generic summer reassessment coursework deadline. For 2023/24 academic year, this is Friday 26th July 2024 @ 3pm (or Friday 6th September 2024 @ 3pm for TERM2 Feb starters)

For PG Dissertations, resubmissions from Semester 1, the deadline is Tuesday 7th May 2024 @ 3pm and for semester 2, the deadline is Tuesday 17th September 2024 @3pm.

Exams will be scheduled to take place during the summer reassessment examination period;

* 10th – 26th July 2024
* 27th – 30th August 2024 (TERM 2 Feb starters)

# My mitigating circumstances claim has been rejected. What can I do?

You can appeal the decision of your mitigating circumstances claim and details on how to do this are in the email notification of the outcome that is sent to you. Appeals are processed by the Student Casework office **NOT** the mitigation team.

# I am registered with the DDS and have an ongoing medical condition – can I apply for mitigating circumstances?

If there is a deterioration in your long term illness/disability that impacts immediately before the assessment period in question then you can submit a claim for mitigating circumstances. You will need to provide evidence to support this.

# I am trying to submit my work but the link isn’t working. What should I do?

Module Leaders are responsible for setting up folders/links for submission so they should be contacted first in this instance. Please do not email your work to the mitigation team.

# I submitted the wrong assessment by mistake, can I submit a claim for mitigating circumstances?

No, by submitting the assessment, regardless of whether it was incorrect, this is taken to be your final submission and the mitigating circumstances process will not apply.

# I did not perform well in my exam/coursework and would like to do it again. Can I submit a claim for mitigating circumstances?

No, the university operates a fit to sit policy and by taking the assessment you have declared that you were fit to do so.

You can find further information on the mitigating circumstances process at [mitigating circumstances](https://student.londonmet.ac.uk/your-studies/student-administration/rules-and-regulations/mitigating-circumstances/).