

## Mitigating Circumstances Introductory Notes

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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, presentation, class test etc.;
- ✓ Non-submission of coursework;

Please note that from the 2016/17 academic year, the university regulations have changed and you can no longer submit a claim for impaired academic performance in an examination, presentation, class test etc. If a student attends an assessment, submits a piece of coursework etc., s/he is declaring that s/he is fit to take the assessment.

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

Claims without evidence will be rejected. 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 you can submit a late claim but would need to demonstrate good reason for not submitting the claim by the two week deadline.

#### 1. Submission of Mitigating Circumstances Forms

- ✓ All completed forms must be submitted to one of our Student Hubs 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

The deadline for submission of a claim is **two weeks from the published submission date of the component concerned or the date of the examination.**

**However, you are encouraged to submit a claim as soon as practicable.**

#### 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.**

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.

*Please note that normally, a student may have a mitigating circumstances claim accepted on one occasion only for a particular item of assessed work.*

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 should contact Student Services in order that the University can support you throughout your studies. We also advise that you contact the Student Liaison Team/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, normally within four weeks from receipt by the university.

#### 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:  
Holloway campus - Tower Building - Tel: 020 7133 4171
- ✓ If you have any queries regarding the submission of this form, please contact your Student Hub
- ✓ 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 2019/20**

**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**

**The deadline for submission of a claim is two weeks from the published submission date of the component concerned or the date of the examination, presentation, class test etc.**

**PERSONAL DETAILS**

Surname :

First names:

Student ID number:

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Full Time / Part Time (*Delete as appropriate*)

**NON SUBMISSION/NON ATTENDANCE**

Module Code	Module Title	Component affected: exam, in-class test, essay, project, presentation, viva	Submission deadline or date of exam etc.

**IMPORTANT NOTE – IF YOUR CLAIM FOR ANY COMPONENT ABOVE IS SUBMITTED AFTER THE TWO WEEK DEADLINE, YOUR CLAIM FOR THAT COMPONENT WILL ONLY BE CONSIDERED IF YOU CAN DEMONSTRATE GOOD REASON FOR THE DELAY IN SUBMITTING YOUR CLAIM. BEING UNAWARE OF THE DEADLINE WILL NOT BE ACCEPTED AS GOOD REASON.**

**PLEASE EXPLAIN BELOW YOUR REASON FOR SUBMITTING YOUR LATE CLAIM**

## 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 a separate sheet of paper if necessary*).

## IMPORTANT NOTE – ALL STUDENTS MUST TICK ONE OF THE BOXES BELOW:

Does your claim relate to a disability, Specific Learning Difficulty or a medical or health condition, including mental health that has a long-term (12 months or more) and substantial negative effect on your ability to carry out day-to-day activities?

- Yes (Your details will be passed to the Disabilities and Dyslexia Service (DDS) who will contact you to discuss what, if any, support needs you may have.)
- No However, the Mitigating Circumstances Panel has a duty under Equalities Legislation to pass your details to DDS if your statement and/or supporting evidence provides information that could reasonably be considered disclosure of a disability, Specific Learning Difficulty or a long-term medical or health condition, including mental health.
- Yes but do not pass my details to the Disabilities and Dyslexia Service (DDS).  
(DDS will not be passed your details. By choosing this option you accept that this may prevent or limit disability-related support that you may be eligible for. You can review this decision and can choose to contact the DDS at a later date.)

For further information see: <https://student.londonmet.ac.uk/your-studies/study-resources/help-with-learning-differences-and-disabilities/>

Or email: [dds.studentservices@londonmet.ac.uk](mailto:dds.studentservices@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:** \_\_\_\_\_