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**Mitigating Circumstances Introductory Notes**

**PLEASE CHECK THE WEBSITE FOR THE MOST UP TO DATE INFORMATION** [**www.londonmet.ac.uk/mitigation**](http://www.londonmet.ac.uk/mitigation)

**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

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| **If you are unable to submit evidence in support of your claim for Mitigating Circumstances** |

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.

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| 1. Submission of Mitigating Circumstances Forms |

# 🗸 All completed forms and evidence must be submitted by email to mitigation@londonmet.ac.uk

# 🗸 You should keep a copy of your completed form and all supporting evidence.

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| 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.**

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| 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.

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.

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

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

If your claim is in relation to a long-term, ongoing and/or persistent condition, you will need to provide evidence of this.

If you have a long-term, ongoing and/or persistent condition you should also contact Student Services in order that the University can support you throughout your studies. We also advise that you contact your School Office/Course Leader to discuss how your course can be managed effectively given the nature of your circumstances.

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| **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;

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

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.

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| **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). Photographs are not considered as suitable evidence.

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| **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.

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| **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 at: www.londonmetsu.org.uk/

**🗸** If you have any queries regarding the submission of this form, please contact your School 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)