

# Extenuating Circumstances and Mitigation

## Information for Staff

The University recognises that, from time to time, students may encounter issues which may prevent them from being able to submit or take assessment. Where this is the case, students may be able to submit their 'extenuating circumstances' for consideration.

The University operates a fit to sit/fit to submit approach to extenuating circumstances which means students who take their assessment are declaring themselves fit to do so. Students who, for valid reasons, are not fit to take assessment may submit their extenuating circumstances for consideration by their School Mitigation Panel.

## Process for applying for Extenuating Circumstances and Mitigation

Students on courses within Leeds Business School are piloting an alternative approach to the Standard University Process called Flexible Assessment Submission Policy.

Students will have been advised of this by School colleagues and details of the process will be included in Module Handbooks and on the Turnitin submission box. Students on courses in Leeds Business School should follow the process advised to them by the School.

Students on all other courses should follow the standard University process as detailed below.

## In what circumstances can students apply?

Students may apply for mitigation, an extension (normally for up to 5 working days where a short-term response will be effective, in exceptional circumstances an extension of up to 10 days may be granted) or an authorised absence.

Extenuating circumstances may be as a result of:

- Illness
- Inability to attend an assessment or examination due to the above
- Other factors that are sufficiently serious enough in nature to result in the student being unable to attend, complete or submit an assessment on time such as bereavement, serious family illness or being a victim of crime.

## Should a Student submit a request for mitigation if they have a Reasonable Adjustment Plan?

Mitigation may be submitted for circumstances that are not covered by their RAP. This may be circumstances that are different to those included in their RAP or an exacerbation of any disability/long-term condition which has not been anticipated in their RAP. Evidence relating to the circumstances will be required with their mitigation request.

## Online mitigation form

All requests for consideration of extenuating circumstances should be submitted electronically via the online system for mitigation requests.

We have [one online form](#) which covers all requests for extensions, mitigation and authorised absence.

Staff should advise students to speak to an adviser at the [Students' Union Advice Service](#) **before** completing the form so they can advise them on how to present their circumstances.

## Evidence

We accept that it will be difficult to obtain evidence from a GP or health care professional at the present time. For students wishing to request an extension, self-certification for **up to 5 working days** will be permitted.

Where a student's request for mitigation relates to periods in excess of 5 working days then **independent documentary or medical evidence** normally will be required to support their mitigation request. Students should attach their documentary evidence to the online form.

### **Timeframes for Responses**

#### **Request for an extension**

A request for an extension (normally up to 5 working days) should be responded to in two to three working days by the School. Academic Service Managers, or their nominated deputies, are able to authorise extensions of up to five days

#### **Request for Mitigation**

Students should be advised once they have submitted their mitigating circumstances form and evidence that their case will be referred to a Mitigation Panel. Mitigation Panels normally meet every month, so depending on when the request is submitted in relation to the next scheduled panel, there may be a delay in receiving their outcome.

### **Applying for Mitigation:**

1. Refer student to the [Online Mitigation Form](#).
2. Student completes the form.
3. Student and School Admin are emailed a receipt of the Mitigation request once the student has submitted.
  - a. Student can have a draft submission which will not be sent to the schools.
  - b. Student can access all submissions - <https://myhub.leedsbeckett.ac.uk/students/forms/submissions>
4. School nominees will receive a daily School Mitigation report generated automatically via email which contains links to a PDF summary and any documentary evidence.
5. Relevant colleagues in Schools evaluate the submissions and communicate the outcomes. Please note that these circumstances could continue and be ongoing. This may mean that the duration of mitigation may need to be extended.

### **Outcomes of Mitigation**

The Mitigation Panel will consider the degree of seriousness of the extenuating circumstances accepted and the assessments which were evidenced by those relevant circumstances. The Panel will categorise the seriousness of extenuating circumstances as follows:

- A. Category A – Very serious
- B. Category B – Sufficiently serious to defer assessment
- C. Rejected – the Panel will reject claims which are late, not substantiated by original documentary evidence or are not deemed sufficiently serious to warrant deferral.

### **Authorised Absence from Assessment**

Students are permitted to seek permission for an authorised absence from assessment in relation to circumstances which are outside the fit to sit/submit principle. Such circumstances may include, but are not limited to, jury service, UK visa and immigration interviews, and court proceedings.

Students must request authorised absence from assessment from the designated member of academic staff for approval and the request must be supported by original documentary evidence. All requests for authorised absence will be presented to the mitigation panel for information and will be recorded in the University's student record system.

Further information can be found within Section 8 of the [Academic Regulations: Extenuating Circumstances and Mitigation](#).

### Contacts and Further Information

[Academic Regulations](#)

[Link to Mitigation Form](#)

[Quality Assurance Services](#)

