

# Extenuating Circumstances & Mitigation

The University recognises that circumstances may arise in which students are unable to complete or submit an assessment. This factsheet outlines the processes which are in place to support students if they find themselves in this situation.

The University operates a **fit to sit/submit** principle, which means that **if a student undertakes an assessment, they are declaring themselves fit to do so**

**Extenuating circumstances** are circumstances which prevent a student from undertaking an assessment. Students may request that the University considers extenuating circumstances in respect of their inability to:

- submit assessed coursework on the required date
- sit an examination or other scheduled assessment on the required date

If a student's extenuating circumstances are found to be valid, **mitigation** will be considered as follows:

- mitigation at the point of assessment in respect of coursework submissions will be considered by a Mitigation Co-ordinator, who may approve an extension to the coursework deadline (usually 5 working days). Requests must be submitted within one working day of assessment deadline.
- if an extension will not suffice, mitigation will be determined by a Mitigation Panel and outcomes will be forwarded to the relevant Module Board or Progression and Award Board

## Examples of acceptable extenuating circumstances (indicative guidance)

- Bereavement
- Hospitalisation
- Transport cancellation
- Traumatic incident
- Illness
- Victim of crime
- Court attendance
- Accident
- Serious family illness, where the impact on your ability to undertake assessment can be demonstrated

## Examples of unacceptable extenuating circumstances (indicative guidance)

- Holidays
- Family celebrations
- Criminal conviction
- Work-related problems
- Mis-reading assignment arrangements
- Mild illness less than 7 days (may warrant an extension)
- Weddings
- Printing problems
- Financial problems
- Accommodation issues
- Pressure or anxiety associated with assessment
- IT failure/corrupt USB stick

Where relevant, a student may also seek permission for an **authorised absence** from assessment in relation to circumstances which are outside the fit to sit-submit principle. Such circumstances include, but are not limited to, jury service, UK visa and immigration interviews and court proceedings.

All requests for mitigation or authorised absence must be accompanied by **original copies of independent, documented evidence**. The evidence must be submitted no later than 5 working days following the submission of the mitigation or unauthorised absence request.

**Examples of acceptable evidence (indicative guidance)**



- Medical appointment letter
- Doctor's note
- E-mail from tutor
- Death certificate
- Funeral order of service
- Crime report and number (plus evidence of the work you had been preparing, e.g., notes, work plan, draft assignment)

**Examples of unacceptable evidence (indicative guidance)**



- Note from a friend
- Wedding invitation
- Corrupt USB stick
- Bank statements

**Mitigation Co-ordinator**

- Considers and approves/rejects requests for Authorised Absence and reports these to the Mitigation Panel
- Considers and approves/rejects requests for Extensions (normally 5 working days; can be up to 10) and reports these to the Mitigation Panel
- Presents requests for Mitigation to the Mitigation Panel
- Further detail on the role of the Mitigation Co-ordinator is available below
- Collaborative partners Will identify a Mitigation Co-ordinator who will Liaise with the Link Tutor and School staff

**Mitigation Panel**

- School to determine whether Panels are convened at School, Subject or Course level and timing of meetings
- Receives approved and rejected requests for Authorised Absence and Extension
- Receives and Considers requests for Mitigation
- Categorise requests for Mitigation (A = very serious, B = sufficiently serious to defer assessment, or reject)
- Reports to Module Board and Progression and Award Board on the above

**Membership**

- Senior member of academic staff nominated by Dean of School (Chair)
- At least two members of School academic staff (including Mitigation Co-ordinator/s)
- A senior member of professional service staff
- One experienced member of academic or senior professional service staff external to the School
- Secretary (in attendance)

**Module Board and Progression and Award Board**

- Receive reports on Authorised Absence and Extensions
- Consider recommendations of the Mitigation Panel and make decisions in line with the Academic Regulations

**Contacts and further information**

Academic Regulations

Student guidance and Authorised Absence, Mitigation & Extension Forms

Role of the Mitigation Co-ordinator

Contact your QAS School liaison  
[QAS@leedsbeckett.ac.uk](mailto:QAS@leedsbeckett.ac.uk)