

Extenuating Circumstances & Mitigation

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

The University operates a **fit to sit/submit** principle, which means that **if you undertake an assessment, you are declaring yourself fit to do so**

Extenuating circumstances are circumstances which prevent you from undertaking an assessment. You may request that the University considers extenuating circumstances in respect of your inability to:

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

If your 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 your coursework deadline (usually 5 working days)
- if an extension will not suffice, mitigation will be determined by a Mitigation Panel and outcomes will be forwarded to the relevant Progression and Award Board

Examples of acceptable extenuating circumstances



- 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

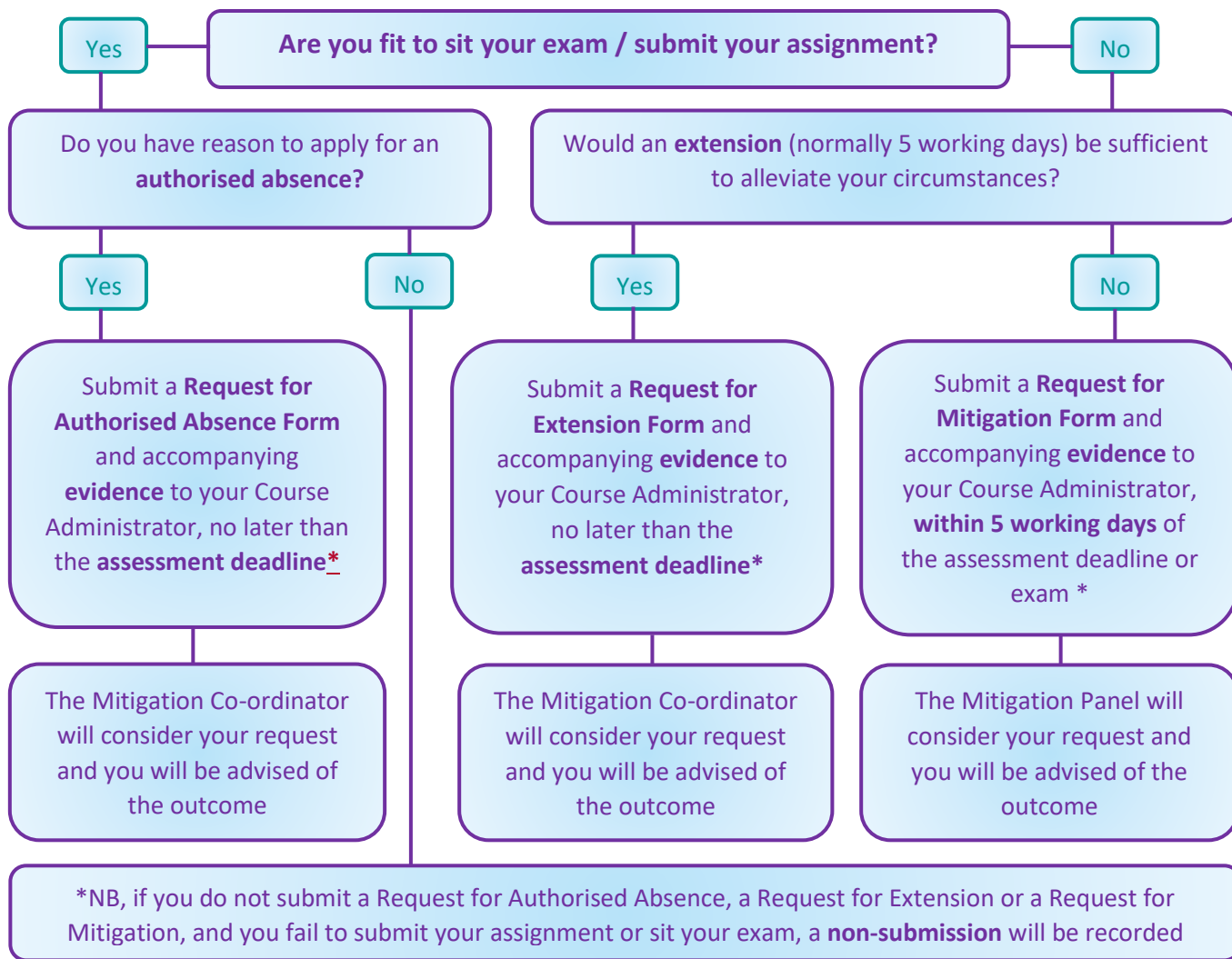


- Holidays
- Family celebrations
- Criminal conviction
- Work-related problems
- Mis-reading assignment arrangements
- Mild illness less than 7 days (may warrant an extension)
- Weddings
- Printing problems
- Financial problems
- Accommodation issues
- Pressure or anxiety associated with assessment
-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

Where relevant, you 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**. Your evidence must be submitted to your Course Administrator no later than 5 working days following the submission of your mitigation or unauthorised absence request.

<p>Examples of acceptable evidence </p> <ul style="list-style-type: none"> • 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) 	<p>Examples of unacceptable evidence </p> <ul style="list-style-type: none"> • Note from a friend • Wedding invitation • Corrupt USB stick • Bank statements
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Contacts and further information

- Academic Regulations
- Authorised Absence, Mitigation & Extension Forms
- Email Students' Union Advice Service or call 0113 812 8400
- Or contact your Course Administrator