

**Mitigating Circumstances Form** relating to mitigation for unforeseen circumstances affecting performance in assessment.

Please submit an electronic copy of this form, a covering note and any scanned evidence to

**registry@britcollege.ac.uk**.

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| --- | --- | --- | --- |
| **Family Name(s):** |  | | |
| **Given Name(s):** |  | | |
| **Student Number:** |  | | |
| **Programme of Study:** |  | | |
| **Year of Study:** |  | **Cohort** |  |

**Assessments to which the Mitigating Circumstances relate:** ***All sections must be completed prior to submission.***

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| --- | --- | --- | --- |
| **Unit Name** | **Unit No./Code** | **Assessment Name** | **Assessment Deadline Date** |
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**Supporting Statement and Evidence** *Please summarise your situation –*

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| **Declaration:** I understand that my circumstances and documentary evidence will remain confidential and will be discussed at the Mitigating Circumstances Panels only. | |
| **Student Signature:** |  |
| **Date:** |  |

**For Official Use Only**

|  |  |
| --- | --- |
| **Accepted [ ] Further Evidence Required [ ] Rejected [ ]**  **Comments:** | |
| **Name of the Person who Considered the MC:** |  |
| **Signature:** |  |
| **Date:** |  |

**Mitigating Circumstances Guidance for Students**

**What are Mitigating Circumstances?**

*Mitigating Circumstances* refer to**unforeseen**, **severe** and **exceptional** personal difficulties which adversely affect academic performance.

**How do I inform an Assessment Board that I have Mitigating Circumstances?**

Requests for Mitigating Circumstances to be taken into consideration by an Assessment Board should be made through the submission of:

1) A **Student Submission Form for Mitigating Circumstances**

2) A **Supporting Statement** in which you summarise your situation

3) **Documentary evidence** of your circumstances

Examples of **documentary evidence** of Mitigating Circumstances include scans of official letters, e.g. from a medical professional, a legal professional, your employer; medical or death certificates and official reports.

**You need to submit an electronic copy of your completed Mitigating Circumstances form, a covering note and any scanned evidence to** [**registry@britcollege.ac.uk**](mailto:registry@britcollege.ac.uk)**.**

**Help with submissions** for Mitigating Circumstances is available from your Lecturer and/or Programme Leader, as well as other College staff member.

**What happens next?**

Once you have submitted your request, the Mitigating Circumstances form together with your covering note and any evidence, will be considered by relevant Programme Leader or Director of Academic Operations or Head of Quality. Considering person will come to one of three decisions: Mitigating Circumstances accepted, further evidence required, Mitigating Circumstances not accepted. If your Mitigating Circumstances request is not accepted, then a reason will be given. You will be notified of the decision made by the Registry Office.

Any **accepted** Mitigating Circumstances requests will be communicated to the Assessment Board which considers your results. Your difficulties will be taken into consideration when deciding the outcome of your results and you should not be penalised for adverse performance in any relevant assessments.