

Request for Consideration of Mitigating Circumstances

QA Ref: STU13; Maintained by: Registry; Last updated: October 2006

GUIDANCE NOTES

You will find information about this procedure in the Student Guide. We implemented this new way of considering applications for special consideration in assessment for the first time last session and later than the Student Guide was published. Inevitably some ways of improving the operation were identified. These relate to the submission of forms to Faculties rather than Registry in the first instance. Please note the procedure listed below which you will need to follow if you wish to request special consideration in assessments.

- It is your responsibility to complete and submit Mitigating Circumstances forms. No-one else can do this on your behalf. Even if a tutor is aware of difficult circumstances which affect you, he or she will not be able to request a deferral or concession if you have not applied for it.
- You will need to make sure that all supporting evidence is attached to each copy of the form. If medical notes have been submitted to explain **absence**, you will have to ensure that copy notes are attached to the form. If necessary, please approach Faculty or Registry Offices to obtain a copy. Those operating the system will not make it their business to go to tutors for further information etc.
- You should submit Mitigating Circumstances forms directly to the Faculties responsible for the modules for which you request a concession. Please refer to page 19 of the Student Guide for details of the Faculty structure.
- You may have to submit copies of your form to more than one office. For example, if you are asking for special consideration for an elective module which is delivered outside your main faculty as well as for a module in your main area, you will have to make sure that a second copy of the form goes to the appropriate Faculty Office for that module as well as the main copy of the form going to your home Faculty Office.
- In the case of Joint Honours students you will be asked to deliver the form to the Joint Honours administrator at the Help Desk in the Holgate Centre who will arrange distribution as necessary.

Faculties will send recommendations forward to the Concessions Committee of the Board of Examiners which meets at the end of each semester.

IMPORTANT

A separate form must be completed for each subject area for which you want consideration. Forms should be delivered to the Faculty Office responsible for the subject modules concerned. For Joint Honours the forms should be delivered to Joint Honours Admin Office in Holgate.

Please submit to the relevant Faculty Office(s) by no later than the final date for the submission of assessed work for the faculties concerned.

PART 1

To be completed by the student

1.1 About you

Name		Student ID	
Programme of Study		Year of Programme	
Academic Year		Semester	

1.2 The circumstances

Please give a brief summary of the circumstances which you wish to be taken into account.

1.3 The modules affected

Specific dates to which the circumstances apply	Module Code	Module Title	Effect on module

1.4 The evidence

Please list and attach the documentary evidence supplied.

1.5 Declaration

I confirm that I have read the guidelines on mitigating circumstances and request that the Concessions Committee of the Board of Examiners for Progress and Award take into account the circumstances set out above.

Signed _____ Date _____

Please submit to the relevant Faculty Office(s) by no later than the final date for the submission of assessed work for the Faculties concerned.

PART 2

To be completed by the Faculty

2.1 Faculty Recommendation

Either

I have considered the evidence and have agreed that the following modules will be treated as deferred:

Module Code	Module Title	Revised submission date or examination date

Or

I wish the Concessions Committee of the Board of Examiners for Progress and Award to consider the following concession:

2.2 Comments

Signed _____ Date _____

Name _____
Dean/Head of Subject

This form, completed with the Faculty recommendation(s), should be returned to Registry with the mark sheets by the published semester deadlines.