

Quality Code for Higher Education

Exceptional Circumstances Form (Extenuating & Mitigating)

This form must be returned to your programme tutor

This form must be used by students who wish to inform the College of circumstances which they feel may have affected their performance in assessments or led to them being absent from an examination.

You may use this form to request a coursework extension before the assessment submission date in cases where you have experienced acute circumstances affecting the submission of your work (**Extenuating circumstances**) or,

Exceptionally, you may use this form to request mitigation where you have been unable to submit coursework on time and were unable to request an extension in advance (**Mitigating circumstances**)

There is a standard deadline for claiming mitigating circumstances of 7 days after the assessment.

Before completing the form, please ensure that you read in full the notes at the back.

This form is available to students, and should be completed by the student, or on their behalf with their knowledge and agreement.

Section 1 – Student details (to be completed in all cases)

Name		Student ID			
Course		Department			
Year		Full time		Part time	

Section 2 – Details of assessments affected

You must clearly state each assessment that you believe will be (Extenuating) or has been affected by the (Mitigating) circumstances. Assessments not listed will not be considered

Module title	Assessment Affected	Date of Assessment

Section 3 – Your circumstances

Use this space to describe fully the circumstances that have affected you. You must put as much detail as possible, to ensure that a decision is reached on full information. If this request is related to a disability or medical problem which is known to the College and for which recommendations related to assessment have been made previously, please indicate this clearly below

Section 4 – Effect of Assessments

Describe clearly how the circumstances affected your ability to prepare for, or to undertake the assessments, listed in Section 2

Extenuating – Explain fully why you are requesting an extension to your submission deadline. What other coursework deadlines do you have during this time frame? Why are you unable to hand in your assessment submission on time?

Mitigating – Describe clearly how the circumstances affected your ability to prepare for, or to undertake the assessments and hand in on time.

Section 5 – Evidence

What evidence of your circumstances are you including to support your request? For example, letter from a doctor or nurse, confirmation of an appointment (letter or text), prescription, etc.

Section 6 – Previous Discussions

Please indicate if you have already discussed these circumstances with a member of College staff			
Yes		No	
Staff Name		Date	
Department			

Section 7 – Declaration

I declare that I have read and understood this form before completing it, and that the information provided on and with this form is accurate and complete to the best of my knowledge. I understand that to seek to gain an advantage or benefit (such as a new exam attempt) through providing false or misleading information is liable to action being taken against me under the College Code of Practice on the Use of Unfair Means			
Student Signature		Date	

Section 8 – Academic Department Use Only

Date received in Department		Received by	
Confirmation of evidence authenticity has been checked by		Date	
Action taken by Department			

ENSURE THAT THIS FORM IS COPIED TO ALL RELEVANT DEPARTMENTS AND FORWARDED TO THE HIGHER EDUCATION & SKILLS DEPARTMENT

General Information for Students

After completion, you are advised to make a copy for your own records, and you must then submit the form to your programme tutor. The person responsible within the programme team will then make judgement on whether your exceptional circumstances are accepted. (This may not be a decision your tutor can make)

Criteria for Exceptional Circumstances (Extenuating & Mitigating) include:

- Family problems such as a death in the family or close friend (including attendance at a funeral), separation of parents, illness of a family member
- Personal problems such as a victim of crime or relationship issues such as a separation or divorce
- Illness or medical problems occurring at the time of the assessment/examination (provided they are supported by a medical certificate or other evidence issued by a qualified medical practitioner or a qualified counsellor)
- Birth or adoption of a child
- Extended period of non-attendance on the programme beyond the student's control
- Being unable to get to the examination because of the failure of properly made travel arrangements beyond your control (evidence will be required)

And as a result:

- Students may not be able to complete an assessment(s) for the published deadline
- Attend an examination, performance or presentation
- Attend work based learning as defined within the requirements of a programme of study or as part of an assessment

Exceptional Circumstances (Extenuating & Mitigating) do not include:

- Computer/IT failure of student's own equipment (College facilities are available)
- Transport problems – a car breaking down on the way to an examination or failure to arrange a flight which will arrive in good time
- Misreading of assessment hand-in dates
- Misreading of examination dates and times
- Moving house
- Holidays or expeditions
- Inadequate planning, organisation or time management
- Timetabling of assessments or examinations known in advance
- Demands of paid employment (although for students on a part-time programme this may, in exceptional circumstances, be considered)

If your circumstances are not accepted:

The original mark for the assessment will stand, (or you will receive a mark of Fail/O for non-attendance).

If your circumstances are accepted:

You will be given a new deadline or task for the submission of coursework.

Students have a right to appeal decisions – appeals must be made in writing to the Higher Education & Skills Department or via HEAdmin@rotherham.ac.uk