



LONDON SCHOOL
OF SCIENCE & TECHNOLOGY

MITIGATING CIRCUMSTANCES POLICY

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1. Definition

1.1 The College defines ‘Mitigating circumstances’ as the taking into account of any circumstances which were not within the foresight and control of the student and which the College believes might adversely affect the academic performance of a student during the assessment period for which they are claiming.

1.2 Mitigating circumstances may include, but are not limited to illness or personal problems such as a serious medical condition, bereavement, trauma, or other miscellaneous reasons such as jury service.

1.3 It is the College’s aim to ensure that, as far as possible, such unforeseen circumstances do not affect students’ grades or achievements.

1.4 It is important to note that the College expects students to start working on their assignments as soon as possible after issue and so, minor, short-term medical conditions, e.g. influenza; early in a term would not normally be accepted as mitigating circumstances.

1.5 The College does not normally consider as mitigating circumstances permanent or long standing disabilities, i.e. those that have or are likely to last for a period of more than 12 months. This is because such students will normally have registered their impairment with the College and, where appropriate, will have an individual support plan to support their studies.

1.6 Appendix 1 at the end of this policy gives examples of reasons that are acceptable, reasons that may be considered and more importantly reasons that are likely to be unacceptable. It also provides examples of typical evidence that would need to be submitted to substantiate a claim. N.B: This table is for guidance only.

2 Mapping of Policy against the QAA UK Quality Code

2.1 This policy and procedure has been written with regard to the QAA Quality Code Chapter B6: Assessment of students and the recognition of prior learning:

Higher education providers operate equitable, valid and reliable processes of assessment, including for the recognition of prior learning, which enable every student to demonstrate the extent to which they have achieved the intended learning outcomes for the credit or qualification being sought.

3. Scope

3.1 Notwithstanding any other provision of these regulations, by submitting work or sitting an examination, class test, presentation, etc. a student is taken to be confirming that they're fit to submit/sit the assessment concerned and any mitigating circumstances claim in respect of the assessment will be deemed invalid unless:

- 3.1.1 there is clear evidence that the student was not in a fit state to decide whether they were fit to submit/sit the assessment concerned
- 3.1.2 there is clear evidence that the student became ill during an exam, class-test, presentation etc. and was not in a fit state to continue with the assessment

3.2 Mitigating circumstances claims for LSST's programmes accredited/validated by Pearson Edexcel and London Metropolitan University will be dealt with internally as per LSST's internal Mitigating Circumstances Policy and Procedure.

3.3 It is important to note that each of the awarding bodies has separate regulations and guidelines in regards to dealing with mitigating circumstances claims, thus LSST's policy reflects those various requirements and guidelines.

3.4 In the case of the University of West London, all mitigating circumstances claims must be directed to the University itself as it has full responsibility for handling all mitigating circumstances claims. LSST has no input in the outcome of the claim nor is it part of UWL's process. LSST's Registry Department is responsible only for collating the relevant forms and evidence and dispatching it to UWL. UWL will then inform the students directly of the outcome, as well as the relevant counterparts at LSST (i.e. Course Administrator and Programme Leader).

3.5 Where the mitigating circumstances claim is to be dealt with internally through LSST's mitigating circumstances claim process, the procedure outlined in this policy is to be followed. This would apply only to Pearson Edexcel and London Metropolitan University Programmes, any University of West London validated programme will follow the University's own policy (available for download on Blackboard or on UWL's website) see the link below:

https://www.uwl.ac.uk/sites/default/files/Departments/About-us/Web/PDF/academic-registry/Mitigating%20circumstances_0.pdf

4. Process

4.1 Students who believe that they have experienced mitigating circumstances as defined above should complete the relevant Mitigating Circumstances Form (see Appendices II and III) as soon as the mitigating circumstances arise and before the relevant deadlines. The Mitigating Circumstances Forms for Pearson Edexcel (HND) and London Metropolitan University (Fda/FdSc and BA/BSc) programmes can be *Mitigating Circumstances Policy*

obtained via VLE or from the Student Support Centre. For all University of West London programmes the relevant form can be downloaded from the University's Blackboard or can be obtained from LSST's Registry Department where the UWL Course Administrator can be found to guide you through the process.

4.2 The deadline for the submission of any mitigating circumstances claims depends on which awarding body the student's programme is regulated by. As such please see below the relevant deadlines:

4.2.1 For all Pearson Edexcel regulated programmes (HNDs) any mitigating circumstances claims must be submitted by the relevant published assignment submission deadline.

4.2.2 For all London Metropolitan validated programmes (Fda/FdSc or BA/BSc) any mitigating circumstances claims must be submitted within 2 weeks after the published assignment submission deadline or exam date.

4.2.3 For all University of West London validated programmes any mitigating circumstances claims must be submitted no more than 10 working days after the published assignment submission deadline or exam date.

4.3 For claims dealt with internally under LSST's Mitigating Circumstances Policy and Procedure; any student who is unable to submit a mitigating circumstances claim by the relevant deadline will within 48 hours of that period, submit a written declaration of intent to do so with the Exams Office, who may impose a time limit for the submission of the full claim. Any mitigating circumstances claim submitted beyond these limits must include reasons and independent evidence showing why, through no fault on the part of the student, the request could not have been made within the time limit. If, in the opinion of the relevant Officer, these reasons are not valid, the mitigating circumstances claim will be rejected summarily and the student will be informed in writing of the reasons. Any such decision will be made within two working days of receipt of the mitigating circumstances claim.

Mitigating Circumstances Forms submitted after the relevant deadline as stated in 4.2 above will only be considered in exceptional circumstances and only when independent evidence to that effect has been provided.

4.4 Students should attach evidence to support the claim e.g. medical certificate, statements, letter, and certificates from professional individuals or organisations e.g. general practitioners or the police. Students should note that any claim supported by false documentary evidence shall be deemed invalid and will lead LSST to take action under its disciplinary procedures.

Mitigating Circumstances Forms submitted without appropriate evidence will not normally be considered.

4.5 Students may also attach work they have carried out on their assignments (so far) in the form of drafts, notes or finished documents. This may help the Mitigating

Circumstances Panel to determine whether a student could reasonably have been expected to adequately complete an assignment before the deadline.

4.6 When in receipt of a claim for mitigating circumstances, and within 5 working days from the published assessment deadline for Pearson Edexcel programmes and 2 weeks after for London Metropolitan programmes, the Mitigating Circumstances Panel will carefully consider the case along with the evidence provided and assignment work completed to date and make one of the following decisions:

Pearson Edexcel:

- a. That the circumstances recorded did not materially affect the student's performance and no late work would be accepted
- b. That the circumstances recorded did materially affect the student's performance and that the student should be allowed to submit a new (re-sit), uncapped assignment at a future date.
- c. That the circumstances recorded did materially affect the student's performance and that the deadline for the student's submission is extended.

London Metropolitan University:

- a. That the circumstances recorded did not materially affect the student's performance. Where claims are in respect to non-attendance at an examination or non-submission of an assignment, a mark of zero will be awarded in the component concerned. However, if the claim relates to a first assessment, a student shall have the opportunity to undertake reassessment in the component concerned.
- b. That the circumstances recorded did materially affect the student's performance, thus the student will be given the opportunity to be assessed at the next assessment point in the component(s) in question. This assessment shall replace the opportunity to which the mitigating circumstances claim pertained.

Any assignment not submitted by the deadline and not documented in a Mitigating Circumstances Form will be treated as a non-submission.

4.7 The Exam Office will be responsible for relaying to the students the decision taken by the Mitigating Circumstances Panel where a claim has been submitted in relation to Pearson Edexcel and the Registry Department will be responsible for relaying the decision back to students on all London Metropolitan University programmes. The process time for this differs dependent on the awarding body:

- a. For all HND (Pearson Edexcel) programmes the students will be notified of the outcome of their claim within 48 hours of the Mitigating Circumstances Panel's decision.
- b. For all Fda/FdSc/BA/BSc (London Metropolitan University) programmes the students will be notified of the outcome of their claim within 1 month of LSST receiving the Mitigating Circumstances Claim.

4.8 In regards to all University of West London programmes, since all Mitigating Circumstances Claims are dealt with by the University, UWL will contact the students directly and inform them in writing (via email to their student University account) of the relevant outcome. This shall be done as per University procedure within 10 working days of the Mitigation Panel meeting. Students must refer to the University's Mitigating Circumstances Policy for more detailed information.

5 Review of Rejected Claims

5.1 Students should ascertain that when completing their Mitigating Circumstances application, all information is clearly provided and evidenced accordingly so that the Panel is able to make the best decision possible. Failure to do so may result in the application being rejected. There is no right to appeal a decision taken by the Mitigating Circumstances Panel through the Academic Appeals Policy's process. Decisions of the Mitigating Circumstances Panel can only be challenged through the Review process set out below, on the basis of errors in the process or submission of new evidence that could not have reasonably been provided to the Panel with the application.

5.2 Prior to submitting their mitigating circumstances claim, students should ensure that the following has been completed accordingly:

5.2.1 Full name of the student

5.2.2 Correct Student ID number

5.2.3 All necessary information for all affected Modules and Assessments (i.e. Module Codes, Module Titles, Components affected, Date of Submission/Exam, etc.)

5.2.4 Full details of the circumstances and explain how these circumstances have affected the student and the impact on his/her performance

5.2.5 Signed and dated by the student, unless it is impossible for the student to do so

5.2.6 Is submitted no later than the relevant deadline (Pearson Edexcel: by the day of exam or submission deadline; London Metropolitan University: up to 2 weeks after the date of the exam or the submission deadline; UWL: No more than 10 working days from the submission deadline or exam date)

5.2.7 Is supported by appropriate, independent documentary evidence

5.3 However, students are able to request a review of the process undertaken in reaching the decision of the claim. The deadline for submitting the review request is 2 weeks from the notification of the mitigating circumstances outcome. Any review requests submitted after this deadline will be deemed invalid unless the student demonstrates good reason, supported by appropriate independent evidence, for the delay.

5.4 A review of the process is not a reconsideration of the claim, it is instead a process to confirm that the appropriate procedures were followed and that the decision to reject the claim was reasonable. The review process will not normally consider issues afresh nor will it involve a further investigation. The request may include, but is not limited to:

5.4.1 A review of the procedures already followed;

5.4.2 A consideration of whether the outcome of the claim was reasonable in all circumstances;

5.4.3 Consideration of new relevant evidence, which the student was unable, for valid reasons and through no fault of their own, to provide earlier in the process

5.5 The review will be carried out by the relevant Campus Associate Dean, and the student will normally be informed of the decision within 13 weeks of LSST receiving the initial mitigating circumstances claim, if this is not possible LSST will inform the student of any delays and their cause.

5.6 Whenever the review is successful, the original decision of the Mitigating Circumstances Panel will be overturned and a new outcome reached. However, if the review is rejected the original decision will remain and the student will be notified of the reasons for this decision and issued with a Completion of Procedures email/letter.

6 Further Considerations

6.1 Students should be aware that a Mitigating Circumstances request may cause delays with re-enrolment or progression. As such the students are advised to seek out guidance and full information disclosure from Student Support or the Academic Support Centre prior to putting forward a claim.

6.2 Where a student applies for a Mitigating Circumstances claim with long term implications, the submitted supporting evidence may be referred to the Assessment Board along with a recommendation for withdrawal from the programme if the Mitigating Circumstances Panel believes that the student's personal circumstances will prevent the student from successful completion of their course. Please refer to our Fitness to Study Policy for further details.

7 Office of Independent Adjudicator Complaints

7.1 Where a student remains dissatisfied with the outcome of LSST's Mitigating Circumstances Process review, (s)he may submit a complaint to the Office of Independent Adjudicator for further review. Students must note that this is subject to the terms of the scheme of OIA. The scheme does not cover the following:

10.2.1 admission to the College;

- 10.2.2 matters of academic judgement;
- 10.2.3 student employment matters;
- 10.2.4 matters that are the subject of court proceedings which have been concluded or which are 'live' unless they have been stayed; or
- 10.2.5 matters previously considered by another ADR Entity.

LONDON SCHOOL OF SCIENCE & TECHNOLOGY
REGULATIONS, POLICIES & PROCEDURES

Appendix I - Reasons for Mitigating Circumstances Claim

Reason for Extenuating Circumstances Claim	Category A: Acceptable reason for claim	Category A Evidence Required	Category B: Reasons for Claim that may be considered	Category B: Evidence Required	Category C: Unacceptable reason for claim
Serious Medical Condition	Serious personal injury or medical condition preventing attendance or completion of assessment or submission of work	Written evidence from a registered medical practitioner	Serious injury or illness to child or close relative (parent); or Serious worsening of an ongoing medical condition	Written Evidence from a medical practitioner; and Evidence of the impact to the claimant such as written report from a medical practitioner	<ul style="list-style-type: none"> • Ongoing Medical conditions • Minor illness (such as colds, sore throats, headaches, hay fever) • Minor accidents or injuries
Bereavement	Death of parent, (including step-parents and legal guardian) child, siblings, spouse or common law partner	Written evidence from a professional such as undertaker, Coroner or College Administrator; or Death Certificate	Death of close relative (not identified in Category A) or friend	Evidence identified in Category A; and Evidence of the impact to the claimant such as written report from a registered medical practitioner	

<p>Trauma</p>	<p>Victim of serious crime (e.g. rape, assault, mugging)</p> <p>Theft of work required for assessment</p> <p>Direct experience of terrorist incident</p> <p>Natural Disaster</p> <p>Major Fire in residence</p>	<p>Written corroboration of the reported crime from Police or other investigating authority</p> <p>Written Evidence from a registered medical practitioner</p> <p>Written evidence from Police or Fire service</p> <p>Report from University Department</p>	<p>Family Breakdown (such as divorce)</p>	<p>Evidence from a Solicitor; and or</p> <p>Evidence of the impact to the claimant such as written report from registered medical practitioner</p>	<ul style="list-style-type: none"> • Minor Crime • Financial problems • Accommodation problems • General domestic/family problems • House Moves • Assessment Exam Stress
<p>Misc</p>	<p>Jury Service</p> <p>Attendance in Court or Tribunal as a witness, plaintiff or defendant</p>	<p>Official correspondence from Court of Tribunal Authority</p>	<p>Pregnancy: This depends on the stage of the pregnancy, the imminence of childbirth, and any medical reports suggesting that Mitigating Circumstances might be appropriate. It includes the stages immediately following childbirth. Pregnancy of a wife/partner would be acceptable in appropriate cases (for instance imminent childbirth or medical complications).</p>	<p>Written Evidence from a medical practitioner; and</p> <p>Birth certificate</p>	<ul style="list-style-type: none"> • Any circumstances which have not clearly impacted on academic performance or do not clearly relate to the timing of assessment • Failing of IT equipment • Private or public transport failure • Employment difficulties • Holidays or booked travel arrangements • Misunderstanding of the College procedures e.g. not knowing an examination date or coursework deadline • An inability to effectively manage their time • Group coursework tasks – failure by one member of the group to submit work or undertake the tasks assigned by the group; this will be taken into account in the marking guidelines

					<ul style="list-style-type: none">• Oversleeping,• misreading the examination/assessment timetable or questions,• taking the wrong examination/ submitting the wrong assessment,• submitting assessment in wrong format,
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Appendix II - Mitigating Circumstances Claim form for HND Programmes



Mitigating Circumstances Claim Form (Available from the Portal, LSST Connect or Student Support Centre)

When completed the form should be sent/submitted to:
 London School of Science & Technology, Exam Office:
 First Floor, Alperton House, Bridgewater Road, Wembley, Middx, HA0 1EH, E-mail: examofficer@lsst.ac

Please read the Guidance Notes (Page 4) and Mitigating Circumstances Policy carefully before completing and submitting this form. You can also seek guidance from the Exam Office or the Student Support Centre. The full Mitigating Circumstances Policy is available from the LSST Connect and the Student Support Centre.

Please complete the form in **BLOCK LETTERS**

A. Personal Details	
* Last Name:	
* First Name:	
* Student ID Number:	* Telephone Number:
* Course Name:	
* Course Start Date:	
* E-mail:	



B. Modules Affected				
Name of Assignment/Module	Group	Original published deadline	Requested deadline extension (please state date)	For Mitigating Circumstances Panel use only

C. Details of mitigating circumstances
 C.1. Please provide details – including dates - of the mitigating circumstances that may affect your performance (continue on a separate sheet if necessary).

D. Supporting documentation (please see Mitigating Circumstances Policy for examples of acceptable documentation)

D.1. Has documentary evidence (e.g. medical certificate, statements, letter, certificates from professional individuals or organisations e.g. general practitioners or the police) in support of your claim been attached (please ✓)

Yes

No (go to D.2)

D.2. If NO, please state when you will be able to supply documentation in support of your claim (normally this will be within 48 hours of the assignment submission deadline), or explain (here) why you are not able to do so:

Please note that a final decision cannot be made until you supply the documentation and that unsupported claims will normally be rejected.

E. Student declaration

I confirm that all the information contained in this statement is accurate and complete to the best of my knowledge and I understand that the School regards the submission of false mitigation as a very serious offence and may be subject to disciplinary action. I consent to the information being used by the relevant Panel to come to a decision, and understand that the information will be treated in the strictest confidence.

* Student Signature: _____

* Date: _____

F. Exam Office Comment

Following the consultation with the student I can recommend (please state your comment and date of the meeting):

Signature and Print Name: _____

Date: _____



G. For the Mitigating Circumstances Panel use only:	
Name of the Panel's Chair: _____	
Date the application considered: _____	
Name of nominee completing the form: _____	
G.1. The Panel is satisfied that the circumstances recorded did materially affect the student's performance and that the student should be allowed to submit a new (re-sit), Un-capped assignment at a future date. (please ✓)	<input type="checkbox"/> Yes <input type="checkbox"/> No, go to (G.2)
G.2. The Panel is satisfied that the circumstances recorded did materially affect the student's performance and that the deadline for the student's submission is extended. The student is now required to submit the work by the new deadline given below (please state date and time). Provided the student meets/has met this new deadline _____ the work will be marked without penalty. <div style="text-align: center; font-size: small;">dd/mm/yyyy</div>	<input type="checkbox"/> Yes <input type="checkbox"/> No, go to (G.3)
<p>G.3. The Panel is NOT satisfied that the circumstances recorded did materially affect the student's performance and no late work would be accepted. The reasons for reaching this decision are (please tick all that apply):</p> <p><input type="checkbox"/> mitigating circumstances are not deemed acceptable;</p> <p><input type="checkbox"/> no supporting documentation submitted;</p> <p><input type="checkbox"/> inappropriate supporting documentation submitted (please give details below);</p> <p><input type="checkbox"/> extension request submitted after the deadline without valid reason;</p> <p><input type="checkbox"/> other reasons (please give details): _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>The student should continue to work towards the original published submission deadline and work submitted by that deadline will be marked without penalty. Work submitted after the original published submission deadline will be considered as 'late' and be Referred.</p>	
G.4. Has a copy of this form with your decision been sent to the Course Coordinator of the affected module(s)?	Yes Date: _____
G.5. Has the student been notified of your decision?	Yes Date: _____
Signature and printed name of person completing the form: _____ Date: _____	

Mitigating Circumstances Guidance Notes

Please read these guidance notes and the Mitigating Circumstances Policy carefully before completing and submitting this form. You can also seek guidance from the Exam Office or the Student Support Centre. The full Mitigating Circumstances Policy is available from the LSST Connect and Student Support Centre.

IMPORTANT: The College does not normally consider as mitigating circumstances permanent or long standing disabilities, i.e. those that have or are likely to last for a period of more than 12 months. This is because such students will normally have registered their impairment with the College and, where appropriate, will have an individual support plan to support their studies.

USE THIS FORM TO REQUEST AN EXTENSION TO THE ORIGINAL PUBLISHED SUBMISSION DEADLINE FOR A PIECE OF ASSESSED WORK(S).

Students should be mindful when considering Mitigating Circumstances that delay with re-enrolment or progression could be experienced and so serious consideration must be made.

You should use this form to request an extension to a deadline as soon as you become aware that you will be unable to meet the original published deadline. However, you have up to forty-eight (48) hours, from the published submission deadline, to apply for mitigating circumstances to be taken into consideration (only if there is a reasonable evidenced reason to why you were unable to submit the claim by the assessment deadline as specified in the Mitigating Circumstances Policy).

The following process will apply:

- Once completed please submit this form, along with copies of your documentary evidence, to the Exam Office (Students may also attach work they have carried out on their assignments (so far) in the form of drafts, notes or finished documents. This may help the Mitigating Circumstances Panel to determine whether a student could reasonably have been expected to adequately complete an assignment before the deadline.
- The Mitigating Circumstances Panel will meet to consider all applications (normally after five (5) working days from the published submission deadline).
- The Chair of the Mitigating Circumstances Panel will use the information contained within this form, along with any supporting documentation, to determine whether your reasons for being unable to meet the original published submission deadline are, or are not, acceptable. (If you need help in deciding whether your mitigating circumstances might constitute an acceptable reason for late submission of work then you are advised to seek advice from the Exam Office or Student Support Centre). The final decision rests with the Chair of the Panel and you will be notified of their decision normally within 16 calendar days of the stated, submission deadline for the relevant assessment.

If at all possible you should continue to work towards the original published deadline until the outcome of your request is known. You should be aware that consequently, when you make a request close to the original published deadline your submission may not be considered until after the deadline has passed. In that situation you should submit your work as soon as is reasonably possible after the deadline, even if you have not been notified of the outcome of your extension request.

Where a student applies for a Mitigating Circumstances claim with long term implications, the submitted supporting evidence may be referred to the Examination Board along with a recommendation for withdrawal from the programme if the Mitigating Circumstances Panel believes that the student's personal circumstances will prevent the student from successful completion of their course.

Appendix III - Mitigating Circumstances Claim form for London Metropolitan University Programmes



Mitigating Circumstances Application Form 2017/2018

All sections of this form must be completed. The Form must be submitted to the Student Support Centre.

PERSONAL DETAILS

Surname:

First names:

Programme:

Student ID number:

NON SUBMISSION/NON ATTENDANCE			
Module Code	Module Title	Component affected: exam, in-class test, essay, project, presentation	Submission deadline or date of exam etc.

IMPORTANT NOTE – PLEASE COMPLETE THIS SECTION AS IT WILL HELP US PROCESS YOUR CLAIM

1. Have you previously submitted a mitigating circumstances claim during the current academic year?
Yes (go to Question 2) No
2. Did you submit supporting evidence with your previous claim which is also relevant to this claim?
Yes (go to Question 2) No

DETAILS OF MITIGATING CIRCUMSTANCES

Please briefly describe your circumstances and their impact on your studies, making reference to your supporting evidence, and being specific about dates *(Continue on a separate sheet of paper if necessary)*.

BEFORE SUBMITTING YOUR CLAIM YOU NEED TO COMPLETE THIS SECTION

I declare that to the best of my knowledge, all information given is true and all evidence submitted is genuine and I understand that a fraudulent claim may lead to the College taking action under its disciplinary procedures.

Student's Signature: _____ Date: _____



OFFICE USE ONLY:

Student Support Signature _____

Date: _____

Exam Office Signature _____

Date: _____



DECISION OF THE PANEL

Please set out below the following actions to be taken in respect of this claim; if the claim is declined, please provide the reasons for this decision.



Notes:

Before completing the form, you must carefully read the:

- ✓ Introductory notes below; AND,
- ✓ Mitigating Circumstances Policy available on VLE

You should use this form to make a Mitigating Circumstances claim for: |

- ✓ Non-attendance at an exam, presentation, class test etc.;
- ✓ Non-submission of coursework;

Please note that you cannot submit a claim for impaired academic performance in an examination, presentation, class test etc. If a student attends an assessment, submits a piece of coursework etc., s/he is declaring that s/he is fit to take the assessment.

If you are unable to submit evidence in support of your claim

Claims without evidence will be rejected. Do not submit a claim if you are unable to secure relevant supporting evidence.

What are Mitigating Circumstances?

Mitigating circumstances are circumstances that are acute, severe, unforeseen and outside a student's control, that occur immediately before or during the assessment period in question.

Circumstances that are not acceptable are those where you could reasonably have avoided the situation, made arrangements to address the problem or taken action to limit the impact of the circumstances, as these circumstances would be deemed to be within your control.

Please note that normally, a student may have a mitigating circumstances claim accepted on one occasion only for a particular item of assessed work.

Where assessment adjustments have been made (e.g. sheltered examination accommodation, adjustments for students with dyslexia) the same reason cannot normally be claimed as a mitigating circumstance.

What if my condition is long term / persistent?

If you have a long-term, ongoing and/or persistent condition you should contact Student Support in order for the College is able to support you throughout your studies. We also advise that you contact your Personal Academic Tutor/Programme Leader to discuss how your course can be managed effectively given the nature of your circumstances. The Mitigating Circumstances Procedure is a retrospective process that solely considers unforeseen circumstances in respect of assessment deadlines that have passed.

What kind of evidence do I need?

All claims for mitigating circumstances must be supported by appropriate, objective evidence. It is your responsibility to submit evidence along with this form.

Acceptable evidence is an original (not a photocopy) signed letter etc. from an appropriate third party (e.g. GP, hospital consultant, solicitor, police officer) giving details of the circumstance, its duration and its impact. Letters from family members or fellow students are not normally acceptable. If the original document submitted as evidence is not in English, an independent (e.g. from a professional translation service) translation must also be provided. All evidence should be relevant to the assessment period in question.

Appendix IV - Mitigating Circumstances Review Form



LONDON SCHOOL
OF SCIENCE & TECHNOLOGY

REVIEW OF THE MITIGATING CIRCUMSTANCES PROCESS FORM

- Before completing this form please read the Mitigating Circumstances Policy, Section 5:
- If a claim is rejected by the Mitigating Circumstances Panel, a student may submit (within 2 weeks of the outcome notification) a request for a review to be carried out of the process used to reach the outcome for the Mitigating Circumstances in question.
- The review process will not normally consider issues afresh nor will it involve a further investigation. The request may include, but is not limited to:
 - A review of the procedures already followed;
 - A consideration of whether the outcome of the claim was reasonable in all circumstances.
 - Consideration of new relevant evidence, which the student was unable, for valid reasons and through no fault of their own, to provide earlier in the process.
- This form and further guidance are also available at <http://portal.lsst.ac/>.
- If you wish to seek advice on your case before submitting this form, please contact the Student Support Centre or the Exam Office.
- You should use this form ONLY if you are requesting a review of the process used to reach a Mitigating Circumstances outcome.

Please sign and date the form before returning it. The form must be submitted to the Exams Office **no later than 10 working days** after you were informed of the decision of the Mitigating Circumstances Panel. Requests for a review of the Mitigating Circumstances process received after this deadline will not normally be considered.

1. Your details

A. Personal Details			
• Last Name:	Click here to enter text.		
• First Name:	Click here to enter text.		
• Student ID Number:	Click here to enter text.		
• UK Current Address:	Click here to enter text.		
• Post Code:	Click here to enter text.	• Telephone Number:	Click here to enter text.
• E-mail:	Click here to enter text.		

Your reasons for seeking a Review of the process used for a Mitigating Circumstances outcome

What are your reasons for asking for a Review of the process used for a Mitigating Circumstances outcome?

You are reminded that your request "must not seek to challenge any decisions taken by the Panel, it will however challenge the process used".

I am requesting a Review of the process used to reach a decision in my Mitigating Circumstances claim because:

Click here to enter text.

Use a continuation sheet if necessary

2. Supporting documentation

I am providing the following documentation in support of my request for a Review:

A written statement outlining my case for Review (required as above)

The following additional evidence (please specify).

You should supply evidence supporting you written statement above, especially in relation to your dissatisfaction with the process or outcome. Where you are submitting evidence that was not provided as part of your original Mitigating Circumstances Claim, but is relevant to the grounds for the claim, you must also provide an explanation as to why you could not reasonably have been expected to have submitted this evidence as part of your original claim.

Click here to enter text.

Signature or typed name:

Click here to enter text.

Date:

Click here to enter text.

This completed form should be submitted with all the documentation listed to examofficer@lsst.ac. Receipt of the form will be acknowledged by email.