



**UNIVERSITY OF
PLYMOUTH**
International College

UPIC Mitigating Circumstances Guidelines and Procedures

In conjunction with Section 11 CPR QS09

**Effective for students commencing study on
modules/stages of programmes in September
2020 and January 2021**

Adjusted from the University of Plymouth Policies and Guidelines

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1. Introduction

The aim of these guidelines and procedures (which are to be taken alongside the policy set out in CPR QS9) is to ensure you are not disadvantaged in your studies by serious, significant circumstances beyond your control.

The College encourage you to become a resilient and thriving individual and a competent and confident professional. This means that, while studying with us, we expect you to be able to deal with the inevitable ups and downs of life, including minor illnesses or personal issues, so that they don't affect your studies and, in particular, your ability to attend or complete assessments.

Sometimes, however, you'll face a serious situation which has a significant impact on your ability to attend or complete assessments. The College calls such situations 'mitigating circumstances' (MCs). These mitigating circumstances guidelines describe how we can support you by taking such situations into account.

We define 'mitigating circumstances' as circumstances that:

- have a significant impact on your ability to attend or complete assessment(s), and
- are exceptional, and
- are outside your control, and
- occurred during or shortly before the assessment in question.

Section 2 of this document gives more detail on the kinds of situations that are, and are not, recognised by UPIC as mitigating circumstances.

If you are experiencing mitigating circumstances, the College can take these into account by allowing you to, for example,

- submit assessment slightly later than the published deadline, or
- not submit assessment now, but have an opportunity for re-assessment at the next opportunity, without penalty, or
- not submit an assessment, when this accounts for a small proportion of a module's grade, or
- not attend a time specific assessment, such as an examination, test, presentation or performance, or field class, but have an opportunity for re-assessment at the next opportunity, without penalty.

The exact outcome of a valid mitigating circumstances claim depends on the nature of the assessment to which the claim applies and, in some cases, the decision of your Award Assessment Board (which will take account of your whole academic profile; see CPR QS09). It is not possible, therefore, for this document to be definitive about your specific situation. Please note that opportunities for re-assessment usually occur in the referral weeks which occurs between semesters or as an opportunity to repeat modules in the following semesters (where applicable).

There is a limit to the amount of reassessment allowed in the referral period; a module that is not achieved because of mitigating circumstances will count towards this limit.

1.1 Fit to Sit Policy

The College operates a 'fit-to-sit' policy. If you think that your ability to attend or complete assessment is being affected by mitigating circumstances, you

- must not sit the exam or test, or complete, attend or submit any other type of assessment, and
- must submit a mitigating circumstances form.

If you sit an exam or test, or complete, attend or submit an assessment, this is normally taken as your declaration that you consider yourself fit to do so.

1.2 Mitigating circumstances and groupwork

You may need to prepare assessments as a group with students whose ability to fulfil their role in the group is affected by their own mitigating circumstances. We expect a group to have contingency plans to manage members' absence, but sometimes the impact means it is impossible for the group to attend or complete its group assessment task. In this case the member of the group affected by mitigating circumstances should submit a mitigating circumstances claim, as described in this document. Other members of the group should also each submit a claim, citing their group member's absence, through mitigating circumstances, on their own claim. Please discuss, with the Manager of Academic Services or other members of the Student Services Team, whether the group may be able to carry on in this situation, to avoid unnecessary re-assessment.

2. Scope of mitigating circumstances

2.1 What is a mitigating circumstance?

We define 'mitigating circumstances' as circumstances that

- have a significant impact on your ability to attend or complete assessment(s), and
- are exceptional, and
- are outside your control, and
- occurred during or shortly before the assessment in question.

The College has separate guidance for students about religious observance that matches the University of Plymouth Guidance. The guidance on religious observance is available on the Information Hub page on Moodle.

2.2 What might be considered valid mitigating circumstances?

People are affected differently by different circumstances, so it is difficult to provide a definitive list of valid mitigating circumstances. However, examples of serious, significant situations that the College is likely to consider valid mitigating circumstances include:

- Your own health problems, including major accident or injury, acute ailments, hospitalisation (including for operations), or those affecting a significant period of study
- Personal or psychological problems for which you are receiving counselling, or have been referred to a counsellor or similarly qualified practitioner
- Clinical depression or other significant mental health issue
- Pregnancy-related conditions and childbirth (including a partner in labour)
- Bereavement causing significant impact
- Separation or divorce of yourself or your parents
- Recent burglary, theft or serious car accident
- Late diagnosis of, for example, dyslexia, meaning you have not had the appropriate support for assessment, including provision in exams
- Unavailability of the VLE where the module lead confirms that this would have a significant impact on your preparation for an assessment or exam
- Disruption in an exam or assessment, such as a fire alarm going off, or excessive noise from building works
- A significant change to your financial circumstances after enrolment, such as withdrawal of Student Finance funding or its equivalent mid-year
- Interviews for placements, but only in cases where you have asked the employer or provider to reschedule, but this has not been possible
- Significant positive life events, such as weddings of close family members, where you can show that no alternative arrangement, such as the date or your attendance, is possible

2.3 What might NOT be considered valid mitigating circumstances?

People are affected differently by different circumstances, so it is difficult to provide a definitive list of mitigating circumstances that the University would not consider valid. The key issue is whether the claim meets the criteria at paragraph 2.1 above. We expect you to plan your work to allow for the normal ups and downs of your life, including minor illnesses or personal issues, so these are not usually considered to be mitigating circumstances.

Examples of mitigating circumstances that the College is NOT likely to consider valid include:

- You slept in or your alarm clock did not go off
- Your car broke down, or your train or bus (or equivalent) was delayed or cancelled, unless you can show that you'd made reasonable allowance for such disruption
- Child care problems, or problems with similar caring responsibilities which could have been anticipated

- Unspecified short-term anxiety from all sources, mild depression or examination stress
- Minor illness, such as a cough/cold/sore throat or minor viral infection, unless the illness is incapacitating and at its peak at the time of a time-specific assessment such as an exam or test
- Accidents or illness affecting relatives or friends, unless serious, or you are a sole carer
- Financial problems, including debt sanctions imposed by the College or University, but excluding cases of exceptional hardship or significant changes in financial circumstances since enrolment
- Family celebrations, holidays, house moves, or similar events, in which you have input to, or control over, the date or may choose not to participate
- Computing problems, such as corrupt data or media, poor internet connectivity, printer failure, or e-submission of an assessment file in an incorrect format, or lack of access to IT facilities because of debt sanctions imposed by the College or University
- Problems with postal or other third-party delivery of work
- Misreading timetables of any kind, or time management problems, such as assessment deadlines close to each other
- Appointments of any kind, including legal or medical appointments, which could be rearranged
- Sporting, recreational or voluntary commitments, unless you are representing the University at national level or your country at international level, or participating in an event that is of benefit to the University's national or international reputation
- For full-time students, normal pressures of employment, because, by enrolling as a student, you have made a commitment to make time available to study.

2.4 Disability and long-term health conditions

2.4.1 Disability

If you have a disability, please contact Student Services who may arrange an appointment at Disability Assist on the main campus, please also refer to the Colleges Disability Policy (CPR M1b) which is available in the Information Hub page on Moodle and on the main UPIC website. You should not need to use the mitigating circumstance provision in relation to your disability. However, exceptional issues may arise, related to your condition, which mean you require consideration beyond the adjustments already made. In this case, the Student Support Team will need to be contacted and a mitigating circumstances form raised. For mitigating circumstances unrelated to your disability, the mitigating circumstance policy will apply in its entirety.

We will refer you to the College Teaching and Learning Board and the Fitness to Study policy (CPR QS12) if you submit three mitigating circumstances claims in a six-month period, or if the number or pattern of your mitigating circumstances claims causes concern at any time. The academic offences procedure will be invoked if a mitigating circumstances claim is thought to be fraudulent

2.4.2 Long-term health condition

A long-term health condition is a mental or physical condition that:

- is persistent, typically lasting for more than three months and is often life-long
- cannot be resolved in a short time, or which will recur regardless of action, or which needs to be managed on a long-term basis
- may require you to seek help with some activities but is not otherwise disabling
- can be managed but can 'flare-up'.

If you have a significant 'flare-up' of your condition that affects your ability to attend or complete an assessment you must submit a mitigating circumstances claim for the specific assessment(s). However, rather than asking you to provide evidence, if required, for every claim, you can tell us about your long-term health condition once a year, in writing by using the mitigating circumstances form, this must be accompanied by a statement from your GP, hospital consultant or appropriate specialist responsible for your treatment, which provides clear confirmation of the nature, severity, duration and effect of your condition. Student Services may arrange for you to see the Disability Assist team on the main campus to assess whether any extra help can be given to you for your teaching and learning needs.

Once the Long-Term Health Condition mitigating circumstances form is authorised by the College, you will still need to submit a mitigating circumstances claim for any assessment you cannot attend or complete because of a significant flare-up of your condition, but you will not need to resubmit evidence.

You must inform the College of any change in your condition, whether improvement or deterioration, so that your claim can be reassessed. The College may require further evidence from time to time and you will be contacted at the start of each academic year to review your case.

We will refer you to the College Teaching and Learning Board and the Fitness to Study policy (CPR QS12) if you submit three mitigating circumstances claims in a six-month period, or if the number or pattern of your mitigating circumstances claims causes concern at any time. The academic offences procedure will be invoked if a mitigating circumstances claim is thought to be fraudulent.

2.4.3 Temporary, acute conditions

If you have a temporary, acute condition, such as a broken wrist, you should contact the College as soon as possible, so that we can provide additional support for study and put in place arrangements for assessments. You should not need to use the mitigating circumstance procedures, unless the support in place does not address the problem sufficiently, or other issues arise.

3. How to make a claim for mitigating circumstances

To make a claim for mitigating circumstances, please download a claim form from the Information Hub page on Moodle or contact the Student Services Team who will send you one. Submit the

completed form to the College, in person or by email, please include all relevant evidence to back up your claim.

3.1 Timing and retrospective claims

Please send us your mitigating circumstances claim as soon as possible. For all assessments other than exams, your form must be submitted no later than ten working days after the deadline for submission of the assessment or the date of the time-specific assessment, such as presentation or test. Mitigating circumstances claims for formal examinations should be submitted no later than the Monday after the end of the formal examination weeks, in the appropriate semester.

It is important that you fill in the form accurately and completely – we can take your circumstances into account only if you give us the right information, including the dates that the circumstances occurred and of the assessments affected.

Late, or retrospective claims of mitigating circumstances will be considered only if there are the most exceptional reasons for not submitting claims on time, such as impaired judgment through mental health issues. In this situation, we will require you to evidence your inability to engage with the mitigating circumstances process on time. You can provide supporting evidence for any mitigating circumstances claim in a sealed envelope, marked confidential, so not wanting to disclose personal information will not normally be considered as an exceptional reason for not submitting on time.

With this in mind, please note that unless there are exceptional circumstances as detailed above, late or retrospective claims for mitigating circumstance will be deemed to be invalid. Appeals against Award Assessment Board decisions based on retrospective mitigating circumstances will normally be rejected.

3.2 Corroborating evidence and self-certification

3.2.1 Self-certification of short-lived circumstances, affecting you for five working days or fewer

You may self-certify mitigating circumstances that affect you for five working days or fewer. This timeframe means that you consider yourself 'fit-to-sit' and complete or attend assessments within five working days of the start of the circumstances. Self-certifying means that you must state what your mitigating circumstances are, but you do not need to provide further evidence of the circumstances themselves. As well as describing the circumstances, we will ask you to tell us, in your claim, how they have impacted your ability to attend and complete assessments.

Remember that, to be considered valid, mitigating circumstances must meet the definition that they:

- have a significant impact on your ability to attend or complete assessment(s), and
- are exceptional, and
- are outside your control, and
- occurred during or shortly before the assessment in question.

Claims that do not meet this definition (and described further in section 2 of this document) will be considered invalid. A separate self-certification claim must be made for every assessment, including

time-specific assessments such as exams, that is affected by your circumstances, rather than one claim that covers multiple assessments within a five working-day period.

If considered valid, your self-certified mitigating circumstances claim is likely to result in you having

- an extension of no more than five working days for coursework assessment in a taught module, or
- for any other type of assessment, an opportunity for re-assessment at the next opportunity, without penalty, depending on the decision of the Award Assessment Board

A self-certified mitigating circumstances claim will never let you avoid submitting any assessment, even if this accounts for a small proportion of a module's grade.

Please see further details in section 5 about the outcomes of a mitigating circumstances claim. Exactly what opportunities for re-assessment you have, following a claim for mitigating circumstances, depends on the extent of their impact on your academic profile, and your performance in other modules, and is decided by the Award Assessment Board. Please note that opportunities for re-assessment usually occur in the referral weeks which occurs between semesters or as an opportunity to repeat modules in the following semesters (where applicable).

We will refer you to the College Teaching and Learning Board and the Fitness to Study policy (CPR QS12) if you submit three mitigating circumstances claims in a six-month period, or if the number or pattern of your mitigating circumstances claims causes concern at any time. The academic offences procedure will be invoked if a mitigating circumstances claim is thought to be fraudulent

3.2.2 Mitigating circumstances that affect you for more than five working days

Unless a Long-Term Ill Health form has been validated (see paragraph 2.4.2 above) all claims for mitigating circumstances that affect you for more than five working days must be supported by independent, reliable documentary evidence that confirms the nature and timing of the circumstances. We will also ask you to tell us, in your claim, how the circumstances have impacted your ability to attend or complete assessments.

The College reserves the right to take any steps it considers necessary to verify any evidence submitted, without notifying you beforehand. If the College is unable to authenticate the material to its satisfaction, the claim may not be accepted.

Independent evidence used to corroborate mitigating circumstances should meet the following standards. The evidence should:

- be written by appropriately qualified professionals who are independent to the student. Evidence from family and/or friends will not normally be accepted.
- be on headed paper and signed and dated by the author. Evidence presented by email is acceptable if the email has been sent by the author from the official domain name of the author's organisation
- confirm specifically that the circumstances were witnessed on the relevant date as opposed to being reported retrospectively

- be in English. It is the student's responsibility to provide supporting documentation and any translation should be undertaken by an accredited translator (eg be a member of the Association of Translation Companies <http://www.atc.org.uk/index.html>)

and

- be unaltered by the student. Documentation that has been amended for any reason will be deemed inadmissible by the University and may be considered under the College Academic Offences regulations.

- be original – copies of supporting evidence will be accepted only in exceptional circumstances. Where mitigating circumstances claims are emailed to the College, documents should be scanned and attached to the email. The College reserves the right to see the original documents before validating a claim.

Exceptionally, the College may accept evidence provided by College staff, such as Student Services Staff, a tutor, mentor, where such evidence is submitted, it should be countersigned by the Manager of Academic Services or the Director of Academic and Student Support to avoid any claim of bias.

The College will consider upholding a student's claim of mitigating circumstances of five or more days when, in their opinion, all of the above conditions are fully satisfied.

Examples of corroborating evidence likely to be acceptable include:

- A medical note confirming a mental or physical health condition, provided at the time when you were suffering from that condition. During term time the College expects you, normally, to consult with and provide evidence from a registered doctor local to your place of study.
- A letter from a counsellor, such as a member of the Partner University Counselling Service or a qualified counsellor working outside the University, confirming a personal, psychological or emotional problem for which you have been receiving counselling. The Partner University's Counselling Service will provide a letter of support only if it knows of your circumstances, and you were a client of the Service during the relevant period. You will not be able to see a counsellor just to obtain a mitigating circumstances letter.
- A evidence from the Student Services Team confirming a particularly severe accommodation problem
- An official document such as a police report including a police reference number, court summons or other legal document
- A letter from a solicitor, social worker or other official agency
- An insurance claim document supported by a letter from the insurance company.

For a mitigating circumstances claim to be considered valid, both the nature of the circumstances and the standard of evidence supplied must meet the definition and standards described in this document. Medical certification that verifies a minor illness, or simply reports a claim that you felt unwell, for example, will not normally be deemed valid.

If considered valid, your mitigating circumstances, supported by independent corroborating evidence, claim is likely to result in you having

- an extension of no more than ten working days for coursework assessment in a taught module, or
- for any other type of assessment, an opportunity for re-assessment at the next opportunity, without penalty, depending on the decision of the Award Assessment Board

Please see further details in section 5 about the outcomes of a mitigating circumstances claim.

We will refer you to the College Teaching and Learning Board and the Fitness to Study policy (CPR QS12) if you submit three mitigating circumstances claims in a six-month period, or if the number or pattern of your mitigating circumstances claims causes concern at any time. The academic offences procedure will be invoked if a mitigating circumstances claim is thought to be fraudulent

4. Considering Mitigating Circumstance Claims

Each mitigating circumstance claim will be considered individually, and all students will be treated fairly and equitably. The decision will take into consideration the nature, timing and severity of the problem and the impact it has had on assessment.

Forms are considered as a matter of priority, and the majority are considered soon after submission. However, occasionally some forms can take a little longer to assess. You will be informed of the outcome by email (sent to your prioritised email address). If the claim is deemed invalid you will receive an explanation for this decision.

5. What will happen if you have valid mitigating circumstances

Valid mitigating circumstances do not normally change your grade but allow you to complete or attend assessments at a time when you are not affected by the mitigating circumstances. Most often they allow you to, for example,

- submit assessment slightly later than the published deadline, or
- not submit assessment now, but have an opportunity for re-assessment at the next opportunity, without penalty, or
- not submit an assessment, when this accounts for a small proportion of a module's grade (not available for self-certified circumstances) or
- not attend a time specific assessment, such as an examination, test, presentation or performance, or field class, but have an opportunity for re-assessment at the next opportunity, without penalty

Exactly what opportunities for re-assessment you have, following a claim for mitigating circumstances, depends on the extent of their impact on your academic profile, and your performance in other modules, and is decided by the Award Assessment Board. Please note that opportunities for re-assessment usually occur in the referral weeks which occur between semesters or as an opportunity to repeat modules in the following semesters (where applicable).

5.1 For late submission of work.

If you are making a mitigating circumstances claim about coursework, do not wait for a decision on your claim before submitting your work. Please submit the final version of your work within 5 working days of the original deadline (for self-certified mitigating circumstances) or 10 working days of the original deadline (for all other mitigating circumstances).

For valid, self-certified mitigating circumstances for taught modules, you will normally be allowed a maximum of 5 days working days from the original deadline to submit your assessment.

For valid, evidenced mitigating circumstances for taught modules, you will normally be allowed a maximum of 10 working days from the original deadline to submit your assessment.

A working day is defined as a day on which the College is open, so includes student vacation periods but excludes weekends, Bank Holidays and other times that the College is closed, such as the period between Christmas and New Year. An extended deadline may, therefore, fall in the vacation period. Please check with the Student Services Team to find out exactly which days the College is closed this year.

If you have already submitted work, a penalty for late submission may be waived, or you may submit another version of your work. The College Regulations on Late submission of Coursework are available in Section 4 of CPR QS9, available through the Moodle Information Hub page.

The extended deadline may vary with the period that academic staff teaching on the module allow for return of work and/or feedback to students, or because there is insufficient time to mark the work before a Subject Assessment Panel or Award Assessment Board. You will be advised of the extended deadline by email. You can submit your coursework earlier than the date indicated by your extended submission deadline.

If the extended deadline is in term-time and you have been unable to meet the extended deadline due to Mitigating Circumstances, you must submit a further Mitigating circumstances claim.

If the extended deadline is in the vacation period and you are unable to meet the extended deadline, for any reason, you do not need to submit further mitigating circumstances claims and your claim will be made valid for non-submission, as described in section 5.2 below. The difference in treatment of extended deadlines that fall in vacation periods is because we do not require students to do academic work in vacations. However, as described in section 5.2 below, deciding not to meet an extended deadline that falls in the vacation period may have implications for your progression or graduation and you should seek advice about this from the Manager of Academic Services at UPIC.

5.2 For non-submission of work

If an extension is not possible, or if you are not able to submit work within the extended deadline, for valid mitigating circumstances or because the extended deadline falls in the vacation period and you are unable to meet it, your claim may be made valid for non-submission of work. In this case, a zero mark will be included in your profile and your mitigating circumstances will be forwarded to the Award Assessment Board, which will make a decision on what action to take. Normally the Board will allow re-assessment at the next opportunity as the same attempt as the submission for which your mitigating circumstances are valid. This may be as a referred piece of work or as a repeat of the whole module in the following academic year.

Where you are given a re-assessment opportunity as a result of valid mitigating circumstances, this will include all components of an element of assessment and any previous component marks will be overwritten. Guidance on what constitutes an element, or a component of an assessment is from the Student Services team in the College.

In the particular situation that the assessment covered by mitigating circumstances contributes 25% or less of the overall module mark and the module's learning outcomes can be met from the remainder of the assessment, the Manager of Academic Services may waive a zero mark and re-calculate the module mark from the remainder of the assessment. This decision is at the discretion of the Manager of Academic Services and is never applied for self-certified mitigating circumstances. Due to the nature of some programmes this option may not be allowed.

5.3 For failure to attend examination(s), test(s) or other time-specific assessment

A zero mark will be included in your profile and your mitigating circumstances will be forwarded to the Award Assessment Board, which will make a decision on what action to take. Normally the Board will allow re-assessment as the same attempt as the assessment for which your mitigating circumstances are valid. This may be as a referred piece of work or as a repeat of the whole module in the following academic year.

Where you are given a re-assessment opportunity as a result of valid mitigating circumstances, this will include all components of an element and any previous component marks will be overwritten. Guidance on what constitutes an element, or a component of an assessment is available from the Student Services team in the College.

In the particular situation that the examination, test or other time-specific assessment covered by mitigating circumstances contributes 25% or less of the overall module mark and the module's learning outcomes can be met from the remainder of the assessment, the Manager of Academic Services may waive a zero mark and re-calculate the module mark from the remainder of the assessment. This decision is at the discretion of the Manager of Academic Services and is never applied for self-certified mitigating circumstances. Due to the nature of some programmes this option may not be allowed.

5.4 Referral to College Teaching and Learning Board and the Fitness to Study Policy

We will refer you to the College Teaching and Learning Board and the Fitness to Study policy (CPR QS12) if you submit three mitigating circumstances claims in a six-month period, or if the number or pattern of your mitigating circumstances claims causes concern at any time. The academic offences procedure will be invoked if a mitigating circumstances claim is thought to be fraudulent

you to the Fitness to Practise procedure. The academic offences procedure will be invoked if an mitigating circumstances claim is thought to be fraudulent.

The Fitness to Study Procedure may lead to considering your support needs or recommending alternative forms of assessment and may include a Student Support meeting. If your mitigating circumstances or health problems prevent you from making academic progress, the Award Assessment Board may, subject to the Fitness to Study Procedure, require you to interrupt or withdraw from the programme of study.

6. Relationship to other policies and sources of support.

The College has a range of other policies and procedures that may be relevant in a specific situation. These are available from the College website: <https://www.upic.navitas.com/policies> and in the Information Hub page on your Moodle site.

7. Appeal against a mitigating circumstances decision

You have the right to appeal against the College decision whether or not to accept a Mitigating circumstances claim. Such appeals must be submitted within ten working days of the outcome of the mitigating circumstances claim being communicated to you and may be made only on the following grounds:

- A material and demonstrable procedural irregularity in the Mitigating circumstances process.
- Evidence that the College did not consider all of the information available to it at the time of its consideration of the claim.

Appeals will not be considered on the following grounds:

- Dissatisfaction with the reasonable judgment of the College in its consideration of the mitigating circumstances claim,
- Late submission of an application for mitigating circumstances or late submission of evidence to support an application where there are no compelling grounds why the application was late.

Appeals against the College's decision on whether or not to accept an Mitigating circumstances claim must be made within ten working days of the decision as set out above, and will not normally be accepted during the referral appeal periods.

Appeals will be considered through Colleges appeals process, available in CPR QS 10b and is available on the main UPIC Website and through the Information Hub page. Students must submit their claims on the forms available therein.

The outcome of any appeal against a College decision in relation to Mitigating circumstances is final and will not be considered subsequently as an appeal against the decision of the Award Assessment Board.

8. Frequently asked questions

What do I do if I feel that my performance in coursework will be affected by mitigating circumstances?

The College operates a 'fit-to-sit' policy. If you feel that your performance is likely to be affected because of mitigating circumstances, as described in this document, you should not submit coursework.

However, for taught modules, College permits students to submit improved versions of coursework up to the submission deadline. If you do not submit the final version of your work, and your mitigating circumstances are not deemed valid, the version of your work submitted most recently will be treated as the submission. If your mitigating circumstances are deemed valid, you will have an opportunity for re-submission or re-assessment, as described in paragraphs 5.1 and 5.2.

What do I do if I feel my performance in an exam, test or time-specific assessment will be affected by mitigating circumstances?

The College operates a fit-to-sit policy. If you feel unwell or that your performance is likely to be affected because of mitigating circumstances, as described in this document, you should not sit an exam, test or time-specific assessment. If you take a time-specific assessment knowing you are unwell, you will not normally be able to successfully claim mitigating circumstances.

What do I do if I become unwell during an exam, test or time-specific assessment?

If you are well and sit a time-specific assessment but you unexpectedly become ill during it and are unable to continue, you will be able to submit a mitigating circumstance claim for non-attendance as above. You should report your illness to the invigilator in a formal exam, before leaving the exam room, so that the invigilator's report can be used to corroborate any subsequent mitigating circumstances claim.

What do I do if I am affected by mitigating circumstances during the Referral period?

If you are required to undertake referred assessments during the referral period and are affected by mitigating circumstances during this time, you must submit a new claim form to cover this period. In this case you should be prepared for the Referred Award Assessment Board to decide that referred modules not achieved by the end of the academic year must be retaken during the next academic year. This may mean you do not progress to the next stage of your programme or graduate until the end of the next academic year. Each case will be considered on an individual basis.