



MITIGATING CIRCUMSTANCES POLICY AND PROCEDURE

Audience	Policy	Version Number and Month	Next Review Due	External Reference Points:
External (Student VLE)	Mitigating Circumstances Policy and Procedure	V-04, Nov 2018	November 2020	UKQC Chapter B6 Pearson's "BTEC Centre Guide to Quality Assurance and Assessment 2018-19"

AIM

The aim of the mitigating circumstances policy is that it is set out to be explicit, transparent and accessible in relation to the mitigating circumstances claim for all students to ensure that the policy, procedures and processes are equitable, valid and reliable.

POLICY:

- The policy, procedures and processes for mitigating circumstances claims are accessible, equitable, valid and reliable.
- The decision for the mitigating circumstances applications and any exercise of discretion are made in a consistent manner by individual boards/panels.
- The policy and procedures make clear the limits of the range of decisions which may be made by the examination board/assessment panel, for example whether marks may be changed, new assessment attempts allowed or fails disregarded.
- All decisions related to the mitigating circumstances claims are to be made transparently and fairly.
- All applications for mitigating circumstances are held securely and disclosed only to those who need access to the information and have a right to see it.

PROCEDURES:

Definition of Mitigating Circumstances

Mitigating circumstances can be defined as;

Circumstances that are unexpected, significantly disruptive and beyond the control of the student, which could not be reasonably predicted or accommodated by the student



and which affects student's ability to meet assessment deadlines or impairs the performance of the student in assessment.

Special Needs

On-going conditions and other disabilities are considered under the "Student Support and Reasonable Adjustments Policy" and thus do not fall within the confines of this definition.

Mitigating Circumstances Claim Process

This policy and associated guidance is available on the College Website via the student portal. This guidance applies to all students on Pearson HND programmes.

Students complete the Mitigating Circumstances Claim Form and provide documents in evidence to support their claim. The claims must be submitted to the College reception c/o the Registrar in the first instance.

The College Registrar will conduct an initial assessment of claims received and will inform those students in writing where claims are not allowable in accordance with the Guidance.

The College Registrar then arranges a meeting with the Chair of the Assessment and Progression Board to provide recommendations on final decisions.

Decisions are endorsed by the Assessment and Progression Board.

Students are informed of the decision of the Assessment and Progression Board in writing within the prescribed timeline.

Claim Deadlines

All claims must be submitted on or before the assessment deadline unless there are compelling grounds. Students with compelling grounds must submit the claim at least one week before the Assessment and Progression Board meeting.

Submission of work

Students are advised that they must make every effort to submit work by the deadline even if it is incomplete or they must submit work at the earliest opportunity on their return to College, even if as a result of the mitigating circumstance, it is incomplete.

Consideration of Claims

All student work must be marked as presented with no account taken of mitigating circumstances.

The Registrar and the Chair of the Assessment and Progression Board will meet to consider mitigating circumstances claims. They will determine whether the mitigating circumstances were material to the student's performance in the assessment in question and whether there is sufficient evidence to warrant accepting that the



mitigating circumstances existed. They will agree on recommendations of final decisions to be endorsed by the Assessment and Progression Board.

Assessment and Progression Board Decisions

If the Board is satisfied that a student's failure to submit work or poor performance in a module assessment was due to illness or other valid cause, they may choose from the following options:

- a) Course work: To offer the student another opportunity to submit the work by a date agreed by the Board up to an additional five weeks, as if for the first time and without penalty.
- b) Examinations: The student would normally be allowed either an examination re-sit or module/unit re-take opportunity. This opportunity can be granted irrespective of the mark obtained if the student had undertaken the examination.

Further referrals can only be considered with mitigating circumstances provided that a new claim is submitted together with relevant documentary evidence.

The Mitigating Circumstances claims outcomes are recorded by the Assessment and Progression Board.

Appeals

Students have the right to appeal against a decision of the Assessment and Progression Board but only on the grounds of 1. Material Irregularity; 2. Mitigating Circumstances not previously notified to the Board.

To appeal against a decision student should refer to the LCC Academic Appeals Policy and Procedure which is available on the College website and via the student portal.