

Mitigating Circumstances Procedure

Purpose and principles

- 1 The Mitigating Circumstances Procedure explains how the university considers significant, unforeseeable, and unavoidable situations outside your control that affect your ability to complete assessments or have a direct impact on your academic work.
- 2 This procedure aims to ensure that:
 - a. you can report unforeseeable and unavoidable circumstances outside your control that affect your studies or assessments;
 - b. your claim is considered fairly, consistently and with understanding of your situation;
 - c. decisions are based on clear criteria and appropriate evidence and are made in line with the [Office of the Independent Adjudicator's \(OIA\) Good Practice Framework](#);
 - d. any mitigation is academically sound and does not compromise academic standards;
 - e. you receive timely support during difficult or stressful periods.
- 3 The university takes your privacy seriously. Any information you provide will be handled carefully and shared only with staff who need it to consider your mitigating circumstances claim, extension request, or any appeal. Because your evidence may include sensitive personal information, it will be stored securely and kept only for as long as required under the [university's data protection rules](#).
- 4 If your mitigating circumstances claim or extension request raises serious concerns about your safety or wellbeing, or the safety of others, the university may need to share information with relevant support services. This will only happen on a strict need to know basis and in line with safeguarding procedures.
- 5 A Glossary, which explains the key terms used throughout the Mitigating Circumstances Procedure, is provided in [Appendix A](#). Understanding these terms will help you decide whether your situation is eligible and what support may be available.

Scope and eligibility

- 6 This procedure applies to all Undergraduate and Postgraduate Taught students who are completing **summative assessments**. Your department will tell you whether this procedure also applies to certain types of formative assessments, for example drafts of project reports.
- 7 For Postgraduate Research (PGR) students, this procedure only applies to taught summative elements of your programme. If personal circumstances are affecting your research work, you should speak to your supervisor or PGR Senior Tutor. You may also need to use the [Thesis Extension Request process](#).

- 8 If you have a disability or long-term health condition, you will normally be supported through the university's procedures for reasonable adjustments. Because of this, you should not usually need to submit a mitigating circumstances claim for issues already covered by your reasonable adjustments. However, if your condition suddenly or severely worsens in a way existing adjustments cannot accommodate, you may submit a claim. You may need to provide evidence of the change in your circumstances.

Other forms of support

- 9 The university also offers other forms of support for students experiencing difficulties that affect their studies, which may be more appropriate than a mitigating circumstances claim in some situations. Your department or Student Support Services can provide advice on which route is most suitable for your circumstances. Other forms of support include:
- a. [Departmental support](#) – for academic or pastoral guidance, for example from Personal Tutors and Supervisors, Senior Tutors, Faculty Senior Tutors, Student Wellbeing Advisors, Student Disability Advisers;
 - b. [Imperial College Union Advice Centre](#) – free, confidential, and impartial advice and support from the Imperial College Union;
 - c. [Chaplaincy](#) – for spiritual and personal well-being, as well as general support;
 - d. [Disability Advice Service \(DAS\)](#) – support for students with disabilities or long-term health conditions, such as reasonable adjustments and additional examination arrangements, specialist study skills sessions, or study mentors;
 - e. [Interruption of Studies](#) – a temporary break from your programme if your circumstances prevent you from continuing;
 - f. [Change of Mode of Attendance](#) – switching between full-time and part-time study, where permitted;
 - g. [Student Counselling and Mental Health Advice Service](#) – for psychological or emotional difficulties;
 - h. [Financial Support and Student Support Fund](#) – if unexpected financial difficulties affect your ability to study;
 - i. [Accommodation and Housing Support](#) – for issues such as unsafe housing or emergency relocation.

Examples of circumstances likely or unlikely to be accepted

- 10 This section gives examples of situations that the university is likely, or unlikely, to accept as mitigating circumstances. These lists are not exhaustive, but they can help you understand how your mitigating circumstances claim or extension request may be considered.

Circumstances likely to be accepted

- 11 If you provide appropriate supporting evidence (see [Evidence Requirements](#)), the Mitigating Circumstances Board is likely to accept claims involving:
- a. a serious short-term illness or injury;
 - b. a significant worsening of an existing physical or mental health condition;
 - c. symptoms of an infectious illness that could pose a risk to others;
 - d. the death or serious illness of a close family member or friend;
 - e. an unexpected need to care for a family member or dependant;
 - f. a major personal or family crisis causing substantial distress;
 - g. witnessing or experiencing a traumatic event;
 - h. being the victim of a crime with a significant impact on you;
 - i. a housing emergency, such as eviction or unsafe living conditions;
 - j. an emergency that prevents you from attending an examination or accessing an online assessment;
 - k. serious, unavoidable technical failures that prevent access to online learning or assessments;
 - l. safeguarding concerns, such as serious risks to your safety or wellbeing, abuse, exploitation, or risks involving a child or vulnerable adult;
 - m. being required to undertake public duties, such as jury service.
- 12 These examples reflect situations that are typically unforeseeable, unavoidable, and outside your control, and which have a clear impact on your ability to complete an assessment.

Circumstances unlikely to be accepted

- 13 The Mitigating Circumstances Board is unlikely to accept claims based on:
- a. planned events, such as holidays or moving house;
 - b. minor illnesses like a common cold, unless symptoms are unusually severe;
 - c. errors such as misreading an examination timetable or assessment requirements;
 - d. pressure caused by multiple assessments scheduled close together;
 - e. difficulties with time management or planning;
 - f. minor travel delays;
 - g. routine computer or printer problems;
 - h. normal levels of examination-related stress;
 - i. minor life events, unless you can show a substantial impact;

- j. work commitments for full-time students. Part-time students may submit a claim if unexpected work duties arise, but evidence from the employer is required (see para [62](#)).

14 These examples typically involve situations that could reasonably have been anticipated, avoided, or managed, or that do not meet the threshold of significant impact.

Extension requests

15 An extension may be appropriate if short-term, unforeseeable and unavoidable circumstances affect your ability to meet an assessment deadline. However, extensions are not suitable for every type of assessment. Extensions are not permitted for:

- a. examinations or other timed assessments;
- b. assessments where the deadline is integral to the learning outcomes;
- c. assessments where an extension would go beyond the date when provisional marks or feedback are released to the cohort.

In these cases, a mitigating circumstances claim or an interruption of studies (see [Interruption of Studies](#)) may be more appropriate.

16 Your teaching department will explain whether extension requests can be used for specific types of assessments, such as group work, and practical work, such as laboratory sessions.

Application process

17 If unforeseeable and unavoidable circumstances affect your ability to study, submit work, or attend or perform in an assessment you should let your home department know as soon as possible by submitting a mitigating circumstances claim. Extension requests should be made to your teaching department.

18 Your department handbook or departmental website will explain exactly how to submit a mitigating circumstances claim or request an extension to an assessment deadline. Where possible, you should submit your mitigating circumstances claim **before** the affected assessment takes place. Extension requests must be made before the affected assessment deadline (see para [22](#)).

19 You may submit a claim if:

- a. you are, or have been, unable to submit work, or have submitted it late;
- b. you will miss, or have missed, an examination, presentation, or practical assessment; or
- c. your performance in an assessment has been significantly affected.

20 If you are unable obtain the required evidence in time, you must still submit your mitigating circumstances claim or extension request by the deadline and state that your evidence will follow. Your department will tell you about the latest date by which the evidence must be provided. If you do not submit evidence by that date, your claim will be rejected due to lack of evidence (see para [69b](#)), or the work may be treated as a late submission.

Deadlines

- 21 The **standard deadline** for submitting a mitigating circumstances claim is **10 working days after the affected assessment**.
- 22 Requests for assessment deadline **extensions** must be made **before the original assessment deadline**. If the original assessment deadline has already passed, you will normally need to submit a mitigating circumstances claim instead. Your teaching department will set the deadline for submitting extension requests.
- 23 If you miss the standard deadline, you may still submit a **late claim**, but you must provide additional evidence explaining why you could not submit earlier (see para [24](#)). You should submit a late claim as soon as you are able. The **final deadline** for late claims is **before the date of the Board of Examiners meeting**. Your home department will set the final deadline for submitting a mitigating circumstances claim.

Late claims

- 24 When submitting a **late claim** after the standard deadline (see para [21](#)) but before the **final deadline** (see para [23](#)), you must provide:
- A clear and compelling explanation of why you were unable to submit on time.
 - Independent evidence supporting the reason for the delay.
- 25 Late claims are accepted only in circumstances where you were genuinely unable to engage with the process due to:
- serious physical or mental ill health;
 - a significant traumatic event; or
 - incorrect advice from a member of university staff (this must be documented).

Not being aware of the process is not a valid reason. You are expected to familiarise yourself with this guidance at the start of the academic year.

- 26 If you submit a claim after the final deadline your claim may only be considered in exceptional cases.
- 27 If your original claim was rejected (see para [80](#)) and you later obtain new evidence that you could not reasonably have accessed at the time, you may submit it as a late claim. You must clearly explain what the new evidence is and why it was impossible to provide it earlier.
- 28 Evidence that could have been obtained at the time, for example, a doctor's note that you did not request, will not normally be accepted as grounds for a late claim.
- 29 The Mitigating Circumstances Board will review late claims in two stages:
- They will first consider whether you had a valid reason for submitting the claim late.
 - If the reason is accepted, they will then review the claim itself and determine the appropriate outcome, following the same process used for all other claims.

Evidence requirements

- 30 Evidence is requested so that the Mitigating Circumstances Board can understand your situation clearly and make a fair and consistent decision on your claim or extension request.
- 31 Your evidence must show that your circumstances were:
- a. unforeseeable, unavoidable and outside your control;
 - b. directly affecting you during the period leading up to and including the assessment; and
 - c. in line with the deadlines for submitting claims (see [Deadlines](#)).
- 32 The most appropriate evidence is an official, independent document that confirms what happened and how it affected your ability to study or complete assessments. Examples include medical notes, police reports, or official letters. Wherever possible, evidence should:
- a. be an original document, or a clear copy if the original is not available;
 - b. be provided on official headed paper (electronic documents are acceptable);
 - c. clearly state the dates during which you were affected;
 - d. explain how your circumstances impacted your ability to attend an examination, submit work, or perform in an assessment; and
 - e. include contact details for the person or organisation providing the evidence, in case verification is needed.
- 33 All evidence submitted must be genuine. The university may verify any document you submit. Providing false or misleading information is a serious matter and may result in action under the [Academic Misconduct Procedure](#).
- 34 Where possible, all supporting evidence should be submitted in English. If this is not possible, the Mitigating Circumstances Board may use digital translation tools to review your documents. For legal or complex documents, the Mitigating Circumstances Board may ask you to provide a formal translation to assess your claim.
- 35 If your evidence includes information about other people, please only include what is essential. If unnecessary third-party information is provided, it may be redacted or returned to you in line with data-protection requirements.
- 36 If you cannot provide independent evidence, please refer to the section on self-certification.

Medical evidence

- 37 You are responsible for registering with a medical practice for the duration of your studies at the university.
- 38 If you become unwell or have an accident that affects your ability to attend an assessment or submit work, you should provide independent medical evidence to support your mitigating circumstances claim.

- 39 The most appropriate evidence is a note from a registered medical professional, such as your GP or the clinician who treated you. Where possible, the note should:
- a. confirm the nature of your illness or injury;
 - b. state the dates during which you were affected; and
 - c. explain how your condition impacted your ability to study or complete the assessment.
- 40 An attendance note from an Accident and Emergency department (A&E), or a screenshot of your NHS App medical record, may also be acceptable. In these cases, you should provide an additional personal statement explaining how your symptoms affected your ability to study or complete an assessment.
- 41 In some cases, observations made on the day by a member of staff, such as a tutor, examinations officer, or wellbeing adviser, may also be accepted as supporting evidence.
- 42 The Mitigating Circumstances Board may verify medical evidence with the issuing practice or clinician if needed.

Imperial College Health Centre

- 43 The Imperial College Health Centre (IHC) can provide a medical note if
- a. your illness has kept you away from your studies for more than seven days; or
 - b. your illness caused you to miss an assessment.
- 44 They can only issue a note if you were seen at the Health Centre for that specific illness or injury, as they must have a record of your visit.

Short-term illnesses and self-certification

- 45 Short-term illnesses are common, and the university recognises that they can sometimes affect your ability to meet a deadline or attend an assessment. In some situations, you may be able to **self-certify** instead of providing independent medical evidence.
- 46 If you are unwell on the day of an assessment and cannot attend, you must inform your department as soon as reasonably possible, ideally before the assessment begins.
- 47 Self-certification is a written statement from you explaining your symptoms, when they occurred, and how they affected your ability to study or complete the assessment. If you submit a self-certification because no other evidence is available (see para [36](#)), you should also explain why independent evidence could not be obtained.
- 48 Self-certification is only appropriate for **circumstances lasting up to seven days**, in line with NHS guidance on when medical fit notes can be issued.
- 49 Self-certification may be accepted for:
- a. short-term illnesses or a sudden flare-up of a longer-term condition lasting **up to seven days**;
 - b. minor conditions that temporarily affect your ability to study; or

- c. situations where it would not be reasonable or practical to obtain medical evidence (for example, symptoms that resolve quickly or do not require medical treatment).

50 Self-certification is most commonly used to support **short extensions** (usually up to seven days) to coursework deadlines. Requests for longer extensions must normally be supported by independent evidence. Your student handbook will have further information on this.

51 Self-certification will **not** normally be accepted for:

- a. illnesses lasting **longer than seven days**;
- b. repeated or ongoing health issues and long-term conditions, unless there is a short-term worsening or flare-up;
- c. missing a coursework submission deadline without requesting an extension in advance of the deadline;
- d. circumstances where medical evidence is reasonably available; or
- e. claims submitted after the assessment without a clear explanation.

In these cases, you must provide **independent medical evidence**.

52 If you submit multiple self-certified claims in a short period of time, your department may ask you to provide medical evidence for any further claims. This ensures that you receive appropriate support and that any underlying issues are properly addressed.

53 If a short-term illness becomes more serious or lasts longer than expected, you should seek medical advice. You may then need to provide medical evidence to support your claim.

Bereavement

54 The university recognises that bereavement can have a significant emotional and practical impact on your ability to study or complete assessments. If you experience the death of a family member, friend, or someone close to you, you may submit a mitigating circumstances claim.

55 The most appropriate evidence is a document that confirms the bereavement and the date it occurred. This may include a death certificate or alternative forms of evidence, such as an order of service, letter from a professional supporting you, or similar.

56 If you cannot obtain formal documentation quickly, you may submit a personal statement explaining the situation, with formal evidence to follow.

57 The university understands that obtaining evidence can be difficult during a bereavement. Mitigating Circumstances Boards will take this into account when considering your claim. Bereavement can affect students in different ways. You may experience, for example, emotional distress, difficulties concentrating, disruption to your living arrangements or caring responsibilities, the need to travel at short notice or be required to be involved in making practical arrangements. The principle is that your claim should explain how the bereavement has affected your ability to study or complete the assessment.

- 58 If the person who has died is not an immediate family member, it is helpful to briefly explain your relationship to them and how their death has affected your ability to study.
- 59 If you are unsure what to provide, you may seek advice from your department, the Imperial College Chaplaincy, or the Imperial College Union.
- 60 Mitigating circumstances claims are normally considered within the first year following a bereavement. However, we recognise that the impact of a loss can continue beyond this period, and that the effects may be difficult to predict in advance. If the bereavement has a longer-term effect on your wellbeing or academic progress, you may need additional support beyond a single mitigating circumstances claim. This may include further mitigating circumstances claims, reasonable adjustments (if the impact becomes long-term), counselling or mental health support, or an interruption of studies.
- 61 Your department or Student Support Services can advise you on the most appropriate route.

Employment-related issues

For part-time students

- 62 If you are a part-time student and an unexpected work requirement prevents you from attending an examination or meeting a deadline, you may submit a mitigating circumstances claim. Your claim should include a letter or official communication from your employer explaining the situation.

For full-time students

- 63 Full-time students are expected to prioritise their studies. For this reason, employment-related issues are not normally accepted as grounds for mitigating circumstances. You are expected to plan your work commitments carefully around your academic timetable.

Review and decision-making

The Mitigating Circumstances Board

- 64 Membership of the Mitigating Circumstances Board is drawn from across the department or faculty so that claims can be reviewed independently by staff who are not directly involved in teaching the student concerned
- a. **Chair** – a member of academic staff; members of staff with significant pastoral or welfare responsibilities for the students in question, for example Senior Tutors, should not normally be appointed to this role to avoid potential or perceived conflicts of interest or positive or negative bias.
 - b. **Secretary** – a member of professional services staff.
 - c. **Member** – at least two members of academic staff; this may include Teaching Fellows and Senior Tutors

- d. **Attendees/Observers** – other members of staff, such as from departmental welfare teams, support services or other departments and faculties may attend to support the decision-making process and help ensure consistency and good practice.
- 65 If a staff member knows a student personally outside of their professional role or has been closely involved in the student's case before the meeting, they must declare this to the Chair and must not take part in deciding that student's claim.
- 66 Mitigating circumstances claims should normally be reviewed by at least three members of the Mitigating Circumstances Board, including the Chair or their nominee. Decisions should be scheduled regularly, such as before and after major assessment periods and exam boards, and at regular intervals throughout the year, so that claims can be considered promptly and students can receive outcomes as soon as possible.
- 67 The Mitigating Circumstances Board may authorise the Chair or nominee to take Chair's Action on behalf of the Mitigating Circumstances Board to ensure timely decision-making. Chair's Action may include:
- a. decisions on extension requests as defined by the department¹; and
 - b. decisions on mitigating circumstances claims where the evidence is straightforward.
- 68 Decisions on mitigating circumstances claims taken by Chair's Action should be formally ratified at the next meeting of the Mitigating Circumstances Board for the official record. Decisions on extension requests taken by Chair's Action should be reported to the next meeting of the Mitigating Circumstances Board for the official record, but these do not need to be ratified.

Outcomes and types of mitigation

- 69 The Mitigating Circumstances Board may reach one of the following decisions on your mitigating circumstances claim or extension request:
- a. **Accept:** the claim is accepted as having affected the relevant assessment(s).
 - b. **Reject:** the claim is not accepted because it does not meet the criteria for mitigating circumstances, lacks appropriate evidence, or was submitted late without a compelling reason.
- 70 While the Mitigating Circumstances Board may make recommendations, the final decision on the form of mitigation will be made by the Board of Examiners, who must act in accordance with university regulations and any programme-specific requirements. They also have an overview of your full academic profile.
- 71 Some Professional, Statutory and Regulatory Bodies (PSRBs) set additional conditions for accepting mitigating circumstances. Where relevant, these must be clearly explained in your Programme Handbook.

¹ This includes authorising a nominee in a different department to take Chair's Action on extension requests where home and teaching department are not the same (e.g. for interdisciplinary modules such as iExplore, Horizon or BPES). The teaching department should report decisions on extension requests taken by Chair's Action to the home department's Board of Examiners together with the assessment results.

- 72 You will be notified in writing with an explanation of the decision. All correspondence about rejected claims and requests must clearly explain your right to appeal, including the grounds, process, and deadlines (see [Deadlines](#)).

Accepted mitigating circumstances claims

- 73 When a mitigating circumstances claim is accepted, the Mitigating Circumstances Board will recommend one of the following outcomes to the Board of Examiners, depending on whether you have passed the assessment or not:
- a. A **deferral** allows:
 - i. a further opportunity to attempt the affected assessment(s) at the next available assessment point, under the same rules (re-sit). If your previous attempt was uncapped, the deferred attempt will also be uncapped. If your previous attempt was capped, the deferred attempt will remain capped at the pass mark; or
 - ii. the option to re-take the failed module(s) as a first attempt.
 - b. If you pass the assessment or module for which you have submitted a mitigating circumstances claim, a deferral cannot be granted and the mitigation is unspent. In these cases, the Board of Examiners may also apply:
 - i. extended consideration at the classification borderline, in line with the regulations and as explained in your student handbook; or
 - ii. consideration at the borderline where a qualifying mark is required for progression.
 - c. If your claim relates to the **late submission** of an assessment where an extension was not requested before the original assessment deadline, the work will be treated as submitted on time and marked without penalty.
- 74 The Board of Examiners will determine the format and timing of any deferred assessment. Where the original assessment cannot be replicated, for example, group work or presentations outside normal term time, an alternative assessment will be provided at the next opportunity, where possible. The Board of Examiners should consult with the relevant teaching department in the case of interdisciplinary modules (e.g. iExplore, Horizon or BPES).
- 75 The Board of Examiners may choose not to apply a recommended mitigation for an accepted claim where your academic profile suggests that an alternative mitigation would be more appropriate.

Accepted extension requests to assessment deadlines

- 76 The teaching department may determine the length of the extension, considering your circumstances and any relevant marking or feedback deadlines. Extensions should be proportionate to the impact of the circumstances and the type of assessment. For example, a 48-hour illness would normally result in a similar length extension. The maximum extension is normally **two weeks**.
- 77 In exceptional cases, an extension longer than two weeks may be considered. Such requests must be discussed with at least **two members of the Mitigating Circumstances Board**. This will

normally only apply where you would not gain an unfair advantage from receiving feedback released to other students, such as in individual research projects.

78 If an extension has been granted, a mitigating circumstances claim will not normally be accepted for the same assessment. Exceptions may be made if:

- a. a new, unrelated circumstance arises, or
- b. the original circumstance continues beyond the expected recovery period.

79 If you submit work after the extended deadline, the standard late-submission penalties will apply (see [Policy on late submission of assessments](#)):

- a. work submitted within 24 hours of the extended deadline will be **capped at the pass mark**;
- b. work submitted more than 24 hours after the extended deadline will receive a **mark of 0%**.

Rejected mitigating circumstances claims and resubmission

80 If a claim is rejected, you have one further opportunity to resubmit the claim within five working days of receiving the outcome. The resubmission must include **new evidence** that was not available at the time of the original submission, along with a clear explanation of why this evidence could not be provided earlier. The Mitigating Circumstances Board will first consider whether the reason for the late evidence is acceptable before reviewing the substance of the claim. Claims based on new circumstances cannot be submitted through this process.

Appeals

81 If you are not satisfied with the outcome of your mitigating circumstances claim or extension request and believe an error has occurred, you have the right to submit an appeal. Details are provided in the [Academic Appeals policy and procedure](#).

82 You are encouraged to seek advice from the [Imperial College Union Advice Centre](#), which provides free, confidential, and independent guidance on the appeals process.

83 It is important that you:

- a. use the official Academic Appeal form;
- b. submit your appeal by the deadline specified;
- c. clearly explain your reasons for appealing, referring to the permitted grounds; and
- d. provide any supporting evidence that strengthen your case.

Appealing the Mitigating Circumstances Board's decision

84 You may appeal the decision of the Mitigating Circumstances Board on the following grounds:

- a. Procedural error: Where you have evidence that the university did not follow its established procedures when considering your claim.
- b. Unreasonable decision: Where you believe the decision was not fair or logical based on the evidence you submitted.

85 Appeals can only be made against the Mitigating Circumstances Board's decision to reject your claim. You cannot appeal the recommendations the Mitigating Circumstances Board makes to the Board of Examiners at this stage.

Appealing how mitigation was applied by the Board of Examiners

86 If your mitigating circumstances claim was accepted but you believe that the Board of Examiners did not apply the mitigation correctly when determining your results or your progression, you may submit an academic appeal on that basis.

Confidentiality, record-keeping and oversight

87 Information relating to your mitigating circumstances claim or extension request, including any evidence that contains sensitive information about other individuals, will be shared only with staff involved in processing and considering your claim or request and any subsequent appeal. Where safeguarding concerns arise, information may be shared on a strictly need-to-know basis in line with university safeguarding procedures.

88 Departments must keep a record of all mitigating circumstances claims, extension requests, and outcomes and the reason for the decision being reached. These records support monitoring, help identify students who may require additional support, and ensure consistency across the institution. Records will be stored securely and confidentially in accordance with the [university retention schedule for records containing personal data](#).

89 Where a student submits multiple mitigating circumstances claims or extension requests, or where the nature of a claim or request suggests that additional support may be needed, departments should consider whether the student would benefit from referral to appropriate support services. This may include Student Wellbeing Advisers, the Disability Advisory Service, the Counselling and Mental Health Advice Service, or other relevant teams. The purpose of this monitoring is to ensure that students receive timely and appropriate support, not to disadvantage them.

90 Faculties are responsible for overseeing the operation of the mitigating circumstances process within their departments to ensure consistency, fairness, and compliance with university policy. This may include periodic review of decisions, sampling of cases, and reporting to Faculty or university committees as required. Oversight arrangements ensure that the process is applied consistently across programmes and that any emerging issues are identified and addressed.

Appendix A - Glossary

Term	Definition
Affected Assessment	An assessment where your ability to attend, submit, or perform has been directly impacted by mitigating circumstances.
Appeal	A formal request for review of a decision, based on procedural error or an unreasonable decision. Appeals do not reconsider academic judgement.
Board of Examiners	The body responsible for final decisions on assessment outcomes, progression, and awards. It determines the form and timing of any mitigation.
Deferral	Permission to attempt the affected assessment at the next available opportunity. First deferred attempts are uncapped; second deferred attempts are capped at the pass mark.
Extended Consideration	Where you have an accepted claim for mitigating circumstances which is 'unspent', i.e. an additional opportunity to complete the impacted assessment(s) could not be granted, for example because the assessment was passed, the Board of Examiners may consider you for an uplift in classification beyond the borderline. An uplift applies to the classification of the award only; any individual marks or average marks calculations remain as calculated.
Extension Request	A request for additional time to submit an assessment when short-term, unforeseeable, and unavoidable circumstances affect your ability to meet the original assessment deadline.
Formative Assessment	Assessment with a developmental purpose that provides feedback to help you improve your learning and prepare for summative assessment. Formative assessments do not contribute to your final module mark.
Home Department	The academic department that is responsible for managing your programme of study and acting as your primary point of contact for academic and procedural matters. The home department oversees programme administration, progression, and student support, and applies relevant institutional policies to your studies. In the context of this procedure the home department is responsible for processing mitigating circumstances claims and for running Board of Examiners meetings. See also Teaching Department
Independent Evidence	Documentation from a third party confirming your circumstances and their impact (e.g., medical notes, police reports, employer letters).

Term	Definition
Late Claim	A claim submitted after the standard deadline. You must provide a clear and compelling explanation, with evidence, showing why you could not submit earlier.
Mitigating Circumstances	Serious, unforeseeable, and unavoidable events that have a direct and negative impact on your ability to complete or perform in an assessment. These must be outside your control, and the claim must be supported by independent evidence.
Mitigating Circumstances Board (MCB)	A departmental panel that reviews claims and evidence, decides whether circumstances meet the criteria, and reports outcomes and makes recommendations on mitigations to the Board of Examiners.
Mitigating Circumstances Claim	A claim submitted to the university through your department to consider serious, unforeseeable, and unavoidable circumstances that affected your ability to study or complete an assessment, supported by independent evidence.
Mitigation	An academic adjustment applied when a claim is accepted. Mitigation does not change marks already awarded. It may provide another assessment opportunity or remove penalties.
Reasonable Adjustments	Support measures for students with disabilities or long-term conditions to remove barriers to learning and assessment. These are separate from mitigating circumstances.
Resubmission	A second submission of a previously rejected claim, allowed only when new evidence, unavailable at the time of the original claim, is provided.
Self-Certification	A written statement from you explaining short-term illness or circumstances when independent evidence cannot reasonably be obtained.
Summative Assessment	Any summative task that contributes to module or programme outcomes. This includes examinations, coursework, presentations, practical assessments, oral assessments (e.g. vivas) and online assessments.
Teaching Department	The academic department responsible for delivering and assessing a specific module. The teaching department designs the module, provides teaching and learning activities, sets and marks assessments, and offers module-level academic support, regardless of your home department. Other than for iExplore, Horizon and BPES modules, your home and teaching department will normally be the same. In the context of this procedure the teaching department is responsible for the processing of extension requests.

Term	Definition
	See also Home Department
Thesis Extension Request	A process for Postgraduate Research students whose research progress is affected by personal circumstances.
Unavoidable	An event you could not reasonably have prevented or taken steps to avoid.
Unforeseeable	An event you could not reasonably have predicted or expected.
Unspent Mitigation	A mitigating circumstances claim has been accepted for a specific assessment, but a mitigation was not applied, e.g. a deferral, because you passed the assessment. The Board of Examiners may give extended consideration for an uplift when determining your classification.

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