

Mitigating Circumstances – Student Guide

App: <https://portal.ee.ic.ac.uk/#/mc-app>

Important: Outside the College network, connect to **Zscaler** first. The app is not available on the public internet.

Your details and your module list come from the department's student and staff system. If anything is wrong or a module is missing, contact the Education Office.

Submit an MC claim

Step 1 Open the app and click **Create new MC**.

The screenshot shows the 'Mitigating Circumstances' app interface. At the top, there's a blue header with the title and a '+ Create new MC' button. Below the header, there's a status filter bar with buttons for 'All' (1), 'Pending' (1), 'Approved' (0), and 'Rejected' (0). A search bar is also present. The main area is a table with columns: Status, Exam / coursework, Assessment date, Start, End, Reason type, and Evidence. The table shows one pending claim for 'Exams, Coursework' on '12/01/2027' with a reason of 'Illness'. At the bottom, there's a pagination bar showing 'Items per page: 50' and '1 - 1 of 1'.

Step 2 In **Add a module**, choose the module, what the MC relates to and the assessment date. **Add** stays grey until all three are filled in; the line underneath shows what is missing.

The screenshot shows the 'Add a module' form. It has three main input fields: 'Module*' (with a dropdown menu showing 'ELEC60001 – Signals'), 'MC relates to*' (with a dropdown menu showing 'Coursework'), and 'Assessment date*' (with a calendar icon). Below these fields is a text input for 'Coursework title (optional)'. A '+ Add' button is on the right. At the bottom, a message says 'Still needed: assessment date'.

Step 3 Click **Add**. Repeat for every module affected.

The screenshot shows a list of added modules. Each entry has a module icon, the module name, a dropdown for 'MC relates to*', an input for 'Assessment date' with a calendar icon, and a 'Coursework title (optional)' field. The first entry is for 'ELEC60001 Signals' with 'Coursework' selected and '02/11/2026' as the date, with the title 'Lab report 3'. The second entry is for 'ELEC60002 Control' with 'Exams' selected and '12/01/2027' as the date. Each entry has a red trash icon on the right.

Step 4 Fill in the type of reason, start date and your reason, attach your evidence (PDF, image or Word, max 15 MB), then click **Submit claim**.

Create New Mitigating Circumstance

The information entered in this page is treated confidentially by the Department

1 Student

CID

01234567

NAME

Sam Example

STREAM

E3

YEAR

3

CREATED ON

15/10/2026

CREATED BY

ab123

2 Modules affected

Add each module the circumstances affected and say whether the MC relates to an exam, coursework or another assessment for that module.

ELEC60001

Signals

MC relates to*

Coursework

Assessment date

02/11/2026

Coursework title (optional)

Lab report 3

ELEC60002

Control

MC relates to*

Exams

Assessment date

12/01/2027

3 Circumstances

Type of reason*

Illness

MC start date*

28/10/2026

MC end date (optional)

Please describe your reason*

I was unwell with flu from 28 October and could not work for a week. My GP note is attached.

4 Supporting evidence

Supporting evidence (can also be added later)

Drag a file here or browse · PDF, image or Word · max 15 MB

Browse

evidence.pdf

1 KB

Cancel

Submit claim

Check your claim

Step 5 Click a claim to see its details and the decision for each module. While it is Pending you can upload evidence (upload icon) or delete it (bin icon).

Mitigating Circumstances

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+ Create new MC

All 1Pending 1Approved 0Rejected 0

Search all columns...

Status	Exam / coursework	Assessment date	Start	End	Reason type	Evidence
All	All	dd/mm/yyyy	dd/mm/yyyy	dd/mm/yyyy	Type	
^ Pending	Exams, Coursework	12/01/2027	10/01/2027	14/01/2027	Illness	
REASON					Type	Illness
Flu					Affected	10/01/2027 → 14/01/2027
MODULES						
Module	Relates to		Date	Title		Decision
ELEC60001	Exams		12/01/2027	—		Pending
ELEC60002	Coursework		13/01/2027	Lab 2		Pending

Items per page: 50

1 ~ 1 of 1

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Important: You cannot change a claim after submitting it. To correct it, delete the claim while it is Pending and submit a new one.

Need help?

Contact the **Education Office**:

- UG students: eee-educationoffice@imperial.ac.uk
- PG students: eeepgoffice@imperial.ac.uk
- MSc AIAI students: ix-msc@imperial.ac.uk

More information

[Mitigating Circumstances | Faculty of Engineering | Imperial College London](#)