

Requesting Consideration for Mitigating Circumstances

Guidance for Undergraduate and Taught Postgraduate Students

1. Introduction	2
2. What are mitigating circumstances?.....	2
2.1 Circumstances normally accepted	2
2.2 Circumstances that may be considered	3
3. What are not mitigating circumstances?.....	3
3.1 Support needs that arise during a semester	3
3.2 Events which you are reasonably expected to manage	4
3.3 Ongoing circumstances and long term health conditions	5
4. Disability (including Specific Learning Difficulties (such as dyslexia and dyspraxia), mental health conditions and long term medical conditions).....	5
5. Circumstances with an impact on all students, or groups of students.....	5
6. Forms of Mitigation Available	5
7. Extension to Coursework Deadline for up to 14 calendar days.....	6
7.1 Applying for an Extension to a Coursework Deadline	6
7.2 Deadline for applications for an Extension to a Coursework Deadline	6
8. Additional Consideration	6
8.1 Applying for Additional Consideration	6
8.2 Types of Additional Consideration available	6
8.3 Deadline for applications for Additional Consideration	7
8.4 Adjustments to Application Process.....	7
9. Evidence in support of mitigating circumstances	7
10. Consideration of mitigating circumstances	9
10.1 Who considers my application?	9
10.2 How is my application considered?.....	9
10.3 When will my application be considered?	9
10.4 What happens to the application form and my evidence once reviewed?	9
11. What are the possible outcomes?	10
12. How will I be told the outcome?.....	10
13. What if I am not satisfied with the decision?.....	11
14. Frequently Asked Questions (FAQs).....	11

1. Introduction

As a student at Leeds, you are expected to comply with the terms of the Student Contract <https://students.leeds.ac.uk/studentcontract>, which includes regular attendance and participation in your studies, including assessment (coursework or exams). You are expected to sit and submit all assessments as timetabled unless you have a good reason not to do so.

We understand that you may be affected by illness and/or difficult and distressing events that are outside your control and which may affect your ability to take assessments. The guidance explains the additional consideration that can be given by the University in relation to your assessments.

This guidance explains the types of adverse events or circumstances that we will consider as a mitigating circumstance for assessment and sets out the process by which applications are to be submitted and considered. If you are unclear about any stage of the process, ask your parent school for help. Alternatively, guidance can also be sought from the Leeds University Union (LUU) Help and Support.

2. What are mitigating circumstances?

Mitigating circumstances are normally exceptional, short term, unforeseen and unpreventable events that may have a significantly disruptive effect on your ability to take assessments. These events are over and above the course of everyday life, and normally outside of your control. They may affect your ability to complete coursework or other assessments, and revise for and attend examinations.

Mitigating circumstances must be:

Significant	The event or circumstances must have had a serious impact on your studies.
Unexpected	You must normally have had no prior knowledge that a particular event or circumstance would occur.
Unpreventable	There must have been no reasonable steps that you could have taken to prevent the event or circumstance from occurring.
Relevant	You must be able to link the event or circumstance, and its impact, to the period for which the application is being made.
Corroborated	An application for mitigating circumstances must meet the normal requirements for independent documentary evidence (see Evidence section).

Not all difficult or distressing events will constitute mitigating circumstances; there must be a demonstrable adverse effect on your academic performance, which may take a number of forms:

- You were unable to submit work by a deadline or attend a scheduled test, examination or practical activity.
- The event or circumstance may have caused you to underperform in an assessment, either in the preparation for the assessment, or on the day (i.e. whilst completing a piece of coursework or undertaking revision and/or sitting an examination).

2.1 Circumstances normally accepted

Supported by evidence, these are examples of circumstances **normally accepted** as mitigating if they occur immediately prior to or during an assessment period:

This list is not exhaustive, and each application will be considered on its own merit.

- The death of someone you are close to e.g. parent, grandparent, guardian, partner, sibling, child.
- Serious personal illness or personal injury, or a significant change or deterioration in a long-term condition.
- Victim of crime (usually with police crime number, or supporting evidence from University member of staff/professional person to whom the student has confided).
- Jury service.
- Involvement in a criminal case/witness.
- Failure in the provision of reasonable adjustments, or failure in, or inaccessibility of, school provided equipment.

2.2 Circumstances that may be considered

Supported by evidence, these are examples of circumstances that **may be considered** as mitigating:

This list is not exhaustive, and each application will be considered on its own merit.

- Personal problems/trauma/family crisis/domestic issues/unexpected issues with childcare provision.
- Illness of a close family member.
- Planned medical operation (if advance notice is provided).
- Planned hospital tests (if advance notice is provided).
- Unforeseen consequences of disability which have not been mitigated by agreed reasonable adjustments.
- Unforeseen accommodation issues, outside of your control (this would not include house moves caused due to the end of a lease).

3. What are not mitigating circumstances?

3.1 Support needs that arise during a semester

Whilst you should make every effort to manage your life and studies in conjunction with such events, it is also understood that sometimes you may need some support.

Should such circumstances begin to affect your ability to participate in your studies, it is your responsibility to let your school know as soon as possible. There is a great deal of support available across the University, and your school will provide advice regarding who to contact and how. It is important to let your school know of any difficult circumstances, at any stage, and as early as possible.

It is often said that your university years are the best of your life and we hope that is the case for you in Leeds. However, there might be times when it does not always feel like that. Wherever you are from and whatever your circumstances and support needs, our expert teams can work with you during your time in Leeds.

The key services are:

- Student Counselling & Wellbeing
- Disability Services
- LUU Help and Support (www.luu.org.uk/student-help-support)

- Chaplaincy
- International Student Office
- Accommodation Office
- Security Services
- Online support through Togetherall
- School Student Support teams
- Skills@Library

See students.leeds.ac.uk/#Support-and-wellbeing

If you think you need some help or support, you should talk to someone, such as your school student support team or your Academic Personal Tutor within your parent school in the first instance.

3.2 Events which you are reasonably expected to manage

Not every event which you believe has disrupted your ability to take assessments will be considered as mitigating circumstances. An unexpected event or illness does not automatically lead to academic underperformance. If you are unsure whether your circumstances will be considered, please seek guidance from your parent school. Examples of situations which would not normally be considered mitigating circumstances include:

This list is not exhaustive, and each application will be considered on its own merit.

- Short-term minor ailments (coughs, colds, etc.) even when supported by medical evidence – these should be covered by an application for an extension to the deadline.
- Late submission of coursework without good reason (or where you could reasonably have been expected to apply for an extension).
- Pressures of academic work i.e. multiple deadlines, time mismanagement, non-availability of high demand books and other resources (except disability-related resource outside of your control).
- Lost or not backed-up coursework, or other computer failure.
- Financial problems, even if this is a change of circumstances (other than cases of extreme hardship).
- Domestic events such as house moves, family celebrations, holidays, weddings or other such events where you have control over the date or can choose not to attend.
- Normal academic work commitments.
- Appointments which could be rearranged (or advance notification given to the school).
- Mistaking a deadline, misreading the examination timetable or submitting the wrong assignment in error.
- Transport difficulties (i.e. strikes, traffic jams, delayed trains).
- Illness for which no contemporaneous evidence is available (i.e. evidence which demonstrates you sought medical advice or intervention at the time of the illness, or are under the care of a medical practitioner).
- Pregnancy. You should determine whether you believe you will be fit to undertake assessment around your expected due date and discuss and agree in advance any risk assessment or adjustment to assessments as appropriate. Applications related to unexpected difficulties,

impact of unplanned pregnancy, or health issues may however be considered, if supported by appropriate evidence.

- Examination nerves, feeling generally anxious, suffering from low mood, stress or panic attacks (where no diagnosis of a mental health condition has been made).
- Ignorance of the regulations or examination or assessment arrangements.

3.3 Ongoing circumstances and long term health conditions

You are expected to manage ongoing circumstances in conjunction with your studies where feasible. Where this is not possible, you are advised to discuss with your parent school taking temporary leave from your studies. Where you choose to continue to study, you are encouraged to access support available to you. You will not normally be awarded mitigating circumstances for known or ongoing circumstances unless there are events beyond your control that prevent you from accessing support. You will need to provide evidence to support this.

4. Disability (including Specific Learning Difficulties (such as dyslexia and dyspraxia), mental health conditions and long term medical conditions)

If you are disabled, or you have a long-term health condition (12 months or more) that impacts on your day to day activities, you should register with Disability Services who will advise further on support and reasonable adjustments to your study and assessment. Disability includes specific learning difficulties (such as dyslexia and dyspraxia), as well as diagnosed mental health conditions. You can find out more about Disability Services and how to register here: <https://students.leeds.ac.uk/settingupyoursupport>.

- If you are a disabled student and you experience mitigating circumstances unrelated to your disability you should make an application through the usual mitigating circumstances procedure.
- If you have requested reasonable adjustments and find that they have not been effective, or have not been put in place in time (particularly at the start of the year), you can submit an application for mitigating circumstances where your assessments have been affected. It is accepted that sometimes it will take time to get the right support in place, and you should feel able to bring this to the attention of your school when it has affected your performance. You will be required to provide evidence to support such claims. You should contact Disability Services for advice and further support.

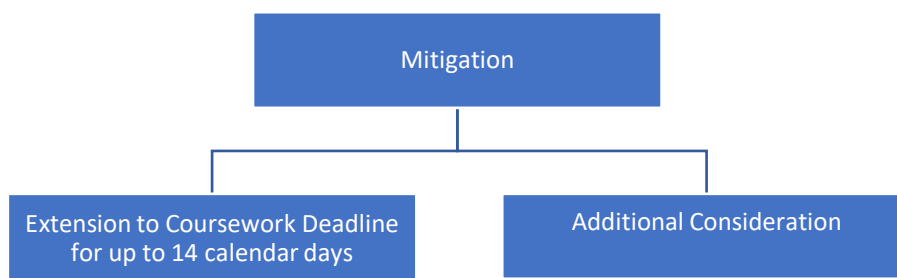
5. Circumstances with an impact on all students, or groups of students

Sometimes there will be unanticipated circumstances which have an impact on all students, or specific groups of students. Where this is the case the University will take action to apply mitigation and will let students know what this will be. For example where there is industrial action or public health requirements which impact on learning and teaching arrangements, action will be taken to adjust teaching and learning arrangements for students, and consideration will be given to mitigate the impact on assessment, for example by assessing content taught, or changing the method of assessment.

If you consider that the impact of circumstances with an impact on all students affects you severely and is not mitigated by the action taken by the University, you should apply for mitigation in the normal way. Evidence will be expected of individual impact. Consideration of circumstances that may be considered will follow the guidance set out in sections 2 and 3 above.

6. Forms of Mitigation Available

There are two forms of mitigation available: **Extensions to Coursework Deadlines** and **Additional Consideration**.



7. Extension to Coursework Deadline for up to 14 calendar days

Circumstances which will have a short-term impact on your ability to complete coursework assessments (for example, minor illness) should be covered by an application for an extension to a coursework deadline of up to 14 days. It is an expectation that you will be able to resume your usual pattern of study after a relatively short period.

The maximum period schools can grant extensions for coursework deadlines is normally 14 calendar days. If a coursework extension is granted but you are unable to submit the work after 14 calendar days, you will need to make an application for **Additional Consideration** to request either the removal of penalties for late submission (if incurred) or a further attempt at the assessment at the next available opportunity.

If you are applying for a coursework extension on medical grounds you will be able to **self-certify for a period of up to 7 calendar days**.

All other applications will require supporting evidence to accompany the request. If you are applying for a coursework extension on disability grounds and are registered with Disability Services at the University, your Summary Support Sheet will constitute supporting evidence.

7.1 Applying for an Extension to a Coursework Deadline

You can apply for an extension to a coursework deadline by completing the [online application form](#).

7.2 Deadline for applications for an Extension to a Coursework Deadline

You can apply for an extension to a coursework deadline up to the original coursework deadline.

Applications submitted after the original coursework deadline will not be considered retrospectively.

8. Additional Consideration

Where your circumstances cannot be mitigated via an **Extension to a Coursework Deadline of up to 14 calendar days**, an application for **Additional Consideration** may be appropriate.

8.1 Applying for Additional Consideration

You can apply for Additional Consideration by completing the [online application form](#).

8.2 Types of Additional Consideration available

Further Attempt at the Next Available Resit Opportunity	This applies to a first attempt (uncapped mark) or a resit attempt (capped mark). For example, if you missed the original attempt at your assessment, you may be granted a further first attempt. If you missed a resit attempt at your assessment you may be granted a further resit attempt. Note: If you have achieved an overall pass for the module, you will not normally be permitted a further attempt.
Remove Penalties	This should be selected if you are requesting that a late submission penalty or penalty for exceeding a word count be waived.

Other	Less common requests for consideration are listed in section 11, such as consideration at Progression and Awards Boards when determining your final degree classification.
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8.3 Deadline for applications for Additional Consideration

The deadline for applications for Additional Consideration will be determined and publicised by your parent School.

8.4 Adjustments to Application Process

If you require an adjustment to the process due to disability or accessibility need you are asked to contact your School to let them know. Disability Services can also assist you in liaising with your School about your support needs: https://students.leeds.ac.uk/info/10710/disability_services.

9. Evidence in support of mitigating circumstances

Save for the ability to self-certify when requesting a coursework extension on medical grounds, as set out in paragraph 7 above, applications for mitigating circumstances will not normally be considered unless they are supported by independent documentary evidence. Applications will not be confirmed until this evidence has been received (applications can be submitted without this evidence, but relevant documents must be submitted within 14 calendar days of submitting an application).

Independent evidence would normally be letter-headed correspondence and signed by an appropriate third party, giving details of the circumstances, its dates and/or duration and, where possible, its impact. An appropriate third party would be one who knows you in a professional capacity, or one who can verify the circumstances and who is in a position to provide objective and impartial evidence. Evidence will only be accepted from verifiable addresses.

All evidence must be provided in English. It is your responsibility to provide translations of any non-English documentation, and any documents not in English or without translation will not be accepted as evidence. The translation must be certified as accurate by a Public Notary or translated by an accredited translator.

Personal information about third parties should not be submitted to the University unless necessary. If your circumstances are connected with someone close to you, what we need to know is the impact on you of their circumstances rather than their details. By disclosing data relating to a third party to evidence your mitigating circumstances application you are confirming that you have the consent of the third party to do so.

The following list aims to provide guidance on the types of evidence that we would normally expect to be provided to support an application for mitigating circumstances. This list should not be considered definitive, and schools should always consider other forms of documentary evidence provided.

Your school may request additional evidence to help to clarify a set of circumstances.

It is your responsibility to obtain evidence in support of your application. We will not be able to obtain medical, or other, evidence on your behalf.

Guidance on Evidence

Illness or accident of student requiring medical intervention (short-term)	Medical certificate or letter, signed by an appropriately qualified medical practitioner, giving dates affected by illness and containing a medical opinion on how you would have been affected.
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<p>Illness of another person, usually a close family member (this can be either short-term or chronic illness)</p>	<p>Independent evidence to demonstrate the impact on you (this will preferably come from an independent third party (e.g. your doctor or other qualified professional). You will need to make clear why and how your ability to take assessments was affected.</p> <p>OR</p> <p>Where third party permissions exist and it is necessary to explain the severity of circumstances to evidence their impact upon you, medical evidence relating to the illness of the third party (clearly indicating dates of illness). You may be required to provide evidence of your connection to the person who is ill (where that person is not a family member).</p> <p>By disclosing data relating to a third party, in order to evidence your mitigating circumstances application, you are confirming that you have the consent of the third party to do so.</p>
<p>Bereavement</p>	<p>Evidence of bereavement can take several forms, for example:</p> <ul style="list-style-type: none"> • A letter from funeral director or minister conducting the service. • An Order of Service showing date, or other relevant documentation. • A statement from a doctor or other qualified professional, or member of University staff (e.g. Academic Personal Tutor) confirming you had disclosed a bereavement. • A corroborating statement from a family member. • A death certificate.
<p>Disability</p>	<p>Disabled Students registered with the University's Disability Services can use their Support Summary Sheet provided by Disability Services as evidence in support of an application for a coursework extension.</p>
<p>Other domestic disruption (family issues, financial or accommodation difficulties)</p>	<p>Statement must provide clear details, including dates which link to the assessment(s) affected. You must also provide evidence of how you were affected and why this prevented you from completing the assessment(s) on time.</p> <p>This could include a corroborating statement from professional person, e.g. counsellor, employer, landlord/agent, University staff member (i.e. Academic Personal Tutor, module leader, exam invigilator).</p>
<p>Absence arising from such things as jury service or maternity, paternity or adoption leave.</p>	<p>Official correspondence relating to these events.</p>
<p>Victim of crime</p>	<p>Crime number (these are usually issued by the police for all reported crimes).</p> <p>For crimes which are of a personal nature, where you find it difficult to report the matter to the police, appropriate evidence can be provided from a medical professional, counsellor or other relevant person.</p>

10. Consideration of mitigating circumstances

10.1 Who considers my application?

Your application for an Extension will be considered by appropriately trained Student Education Service staff. All decisions are ratified by your parent school's School Special Circumstances Committee.

Your application for Additional Consideration will be considered by your parent school's School Special Circumstances Committee (this is likely to consist of an academic chair and member/s of the Student Education Service staff within your school). This Committee will make a recommendation (without disclosing the circumstances) to the Progression and Awards Board, who will make the final decision regarding the action to be taken in respect of your application.

10.2 How is my application considered?

The remit of the Special Circumstances Committee is as follows:

- To consider under the authority and on behalf of the Progression and Awards Board details of applications for mitigating circumstances and make recommendations on the outcome of each application to the Board.
- To determine whether the circumstances cited are acceptable grounds to grant mitigation.
- To ensure that decisions are equitable and that there is consistency of treatment across cohorts.

Account shall be taken of:

- Whether the mitigating circumstances are considered to be circumstances genuinely beyond your control or ability to foresee.
- The nature of the circumstances disclosed (e.g. length of impact).
- Evidence of impact of the event or circumstance on your assessments.
- The proximity of the event or circumstance to the assessment(s).
- Whether all/other assessment(s) might equally be affected.
- Whether there is verifiable and current third party evidence to support the request.

The Chair of the Special Circumstances Committee is authorised to approve applications for mitigating circumstances outside formal meetings in exceptional circumstances where the application is clearly evidenced.

10.3 When will my application be considered?

Generally extension requests are dealt with at the time of application, and your parent school can advise on the expected decision timeframe.

Applications requesting any Additional Consideration (for example, a further attempt) will be considered at meetings of the School Special Circumstances Committee, with the final outcome determined by the Progression and Awards Board at the end of the year.

10.4 What happens to the application form and my evidence once reviewed?

The School will keep details of your application confidential, but it may be necessary for the School Special Circumstances Committee to review it again if relevant to a later application you may make, or to disclose it to the Student Cases Team in response to any appeal that you may make.

Information about your application may be used anonymously to improve services for students and inform development of programmes and services at the University.

The University holds and retains information about your application in accordance with the University Student Privacy Notice. For more information see www.leeds.ac.uk/privacynotice.

You should retain a copy of your application and evidence for future reference.

11. What are the possible outcomes?

Module marks must always reflect the actual academic performance in the assessments that you take. The University does not change module marks because of mitigating circumstances, or take circumstances into consideration when marking work.

There are a number of possible decisions that the School Special Circumstances Committee may make when considering your application, set out below. This list is not exhaustive, and recommendations are made on an individual basis.

1. Further Attempt – First Attempt Resit. If the assessment you failed or missed was the original attempt or had previously been granted as a first attempt resit, then the Committee may grant you a further ‘first attempt’ for an uncapped mark. In this circumstance your original mark will be permanently removed from your record and overwritten by the mark you receive for the fresh attempt whether it was higher or lower than the original attempt. **Please note that if you have passed the module, you will not normally be permitted a further attempt.**
2. Further Attempt – Resit Attempt. If the assessment you failed or missed was a resit, the Committee may grant you an exceptional ‘extra’ resit attempt for a capped mark.
3. Remove penalties for late submission or exceeding the word count.
4. To give you the opportunity to re-take all or part of an academic session, with first attempts or resit attempts at assessments, including attending teaching. **Please note that if you have passed your assessments, you will not normally be permitted a further attempt on a resit year.** Please also note that if you are given the opportunity to repeat all or part of an academic session you will normally be expected to pay fees.
5. Not to grant any concessions or take any action in relation to your application.
6. Consideration of your mitigating circumstances and overall profile of marks when your degree is classified, and where appropriate to depart from the normal rules for classification in order to award a higher class degree.
7. The School Special Circumstances Committee may suggest an alternative outcome based on your specific circumstances.

Where you have been granted a first or further attempt at an assessment following an application for mitigating circumstances, any attempts must be taken at the next available opportunity (or within the timeframe agreed with the school). If you decline the offer of a further attempt (whether a first attempt resit or otherwise) following a successful application for mitigating circumstances, that further attempt will not normally be restored at a later date.

The School Special Circumstances Committee may recommend that you seek additional support either through the student support available in your parent school or from other professional services, for example Counselling Service, Medical Practice or Disability Services.

The School Special Circumstances Committee may also recommend that you meet with your School to discuss support for your study as part of the Fitness to Study Procedure.

On occasion, the School Special Circumstances Committee may ask you to submit further evidence or information if you have provided insufficient details for them to make a decision.

12. How will I be told the outcome?

Your parent school will contact you to inform you of the outcome of your application and what steps you will need to take next.

You can expect to receive a decision on your application for an extension in a timely manner, normally within 3 working days. Requests for coursework extensions are not granted automatically and it may be decided that there are insufficient grounds to award an extension. If an extension request is refused and work is submitted after the deadline, penalties will be incurred.

Decisions on your application for Additional Consideration are likely to be published with the assessment results.

13. What if I am not satisfied with the decision?

If you are not happy with the decision, including if your application was not approved, you should contact your parent school in the first instance. Your parent school should explain the decision to you, and also explain any recommendations that have been made (e.g. why you have been advised to defer taking an examination). The school should also explain the grounds on which your application was not approved.

If you remain dissatisfied with the outcome of your application, you may appeal the decision once the Assessment Board/Progression and Awards Board has met to confirm your academic results using the Academic Appeals Procedure. Details of this process can be found on the Secretariat website:

http://www.leeds.ac.uk/secretariat/student_cases.html

The Student Cases Team can offer further advice on the appeals process. Leeds University Union Help and Support can also help you complete your appeal.

Your appeal must be received by the Student Cases Team within 20 working days of final publication of the academic results affected by your circumstances. For details of the publication dates for assessment see your School Code of Practice on Assessment.

14. Frequently Asked Questions (FAQs)

I am ill/something has happened, and my studies are being affected. What do I do?

We understand that sometimes, something occurs which will have a negative effect on your ability to study. In such circumstances, we always encourage you to speak with someone in your parent school. There are a number of options available to you, and your parent school will be best placed to explain them to you, and to advise how to request them. Those options include:

Support to catch up with your work – all students have an Academic Personal Tutor. You are encouraged to discuss with your Academic Personal Tutor your plans to catch up with your work.

Support services to help you get back on track – the University has support services – both online and face to face. You are encouraged to access these to help you get back on track.

Extensions to deadlines – usually short-term remedies to give you a little extra time to complete a piece of coursework. Extensions should be requested before the deadline for submission. You should consider the impact an extension may have on any other deadlines. Some schools will require you to complete a mitigating circumstances form in order to request an extension. Check with your school regarding the process.

Temporary leave/suspension of studies – for longer term issues, for example (but not exclusively) an injury or illness that will take time to recover from, require treatment, and will most likely require you to be absent from campus. If you are required to be absent for more than 4 weeks in any Semester you will normally be expected to take temporary leave.

Deferring assessment until a later date – for more serious illness or circumstances which may not be resolved quickly, but will not require temporary leave. This allows you to attempt the assessment at a point where, hopefully, you are no longer being affected by the circumstances.

I am stressed about my examinations, what should I do?

Examination stress is a normal part of student life and if you are finding that you are particularly stressed about your examinations then you should talk to someone for some help and advice. This could be your Academic Personal Tutor, your programme leader or a member of the Student Education Service within your parent school. They will guide you to further support within the University such as Skills@Library or Student Counselling who run occasional exam stress workshops. Should you feel that you are experiencing a significant adverse effect on your wellbeing due to examination stress, you should seek medical advice and support.

Usually, exam stress will not be considered as grounds for an application for mitigating circumstances unless there is evidence of an underlying mental health condition, as this is not an unexpected event.

Something has happened, and I have an assignment due for submission/examination to take in the next few days, what do I do?

Your first action, under such circumstances, should be to contact your parent school. They will advise you of the next steps to take.

If something happens close to the deadline for an assignment, or an examination date, you should contact your parent school (your Academic Personal Tutor, the Student Education Service, programme leader, a module tutor you feel you can approach) as soon as possible and let them know. They will advise you whether to request an extension or submit an application for mitigating circumstances, and the process you need to follow.

Normally, an application for an extension or mitigating circumstances will require evidence of some form. If you are ill and require medical attention, you should also contact your doctor.

You should then check the deadline for when such requests need to be made; determine what evidence you will require to support your application and begin to obtain it. Do note that evidence obtained at the time of your illness/the issue affecting your studies, will usually carry more weight than evidence obtained several weeks or months later.

I am ill/have circumstances affecting me but I want to go ahead and sit the assessments. Can I do this?

You are encouraged to continue to sit assessments if you are well enough to do so, or your circumstances allow. You should seek medical advice from your doctor or support before sitting assessments where possible. Where you have attempted to continue with your assessments and submitted work, or sat an exam but illness or other circumstances mean you do not think you performed to the best of your ability, you will need to submit a mitigating circumstances application.

You must not sit assessments if by sitting the assessments you are likely to put the health of others at risk (e.g. if the UK Government Guidance for your illness is to self isolate).

I am ill and I have an examination today.

If you fall ill on the day of an exam, contact your parent school immediately. If you are unable to attend, let them know as soon as possible, preferably before the examination. You will need to see a doctor to confirm that you were unfit to sit the examination. If you fall ill during an examination, notify the invigilator, who will complete an examination report to confirm this – this can act as a record of your illness when you apply for mitigation. You will still need to present medical evidence of your illness, and must see a doctor as soon as you can after you leave the examination room.

I talked to my Academic Personal Tutor about my problem, do I still need to complete a form?

Yes, you do still need to complete a form so that your circumstances can be considered by the School Special Circumstances Committee.

Can I ask my Academic Personal Tutor to provide a statement to support my application?

Yes, if you have talked to your Academic Personal Tutor about your circumstances you can ask them to provide a supporting statement to that effect, which should be submitted directly to the parent school. The Committee may accept this as evidence, however this would be in addition to, and not instead of, professional evidence such as a medical note in the case of illness.

I don't think my mitigating circumstances have affected my performance, should I still submit an application?

You must submit an application if you wish your circumstances to be considered. It is too late to submit an application after the event and when you have seen your marks and believe they are not a reflection of your actual ability.

I find it difficult to talk about my circumstances.

We understand that you might not be comfortable raising personal issues, particularly where the circumstances in question are private or of a sensitive nature. We cannot, however, take into account circumstances we are not told about, and retrospective applications, where circumstances are not raised until results, will not normally be considered or accepted. All applications for mitigating circumstances are treated confidentially. No details of mitigating circumstances are presented to the Progression and Awards Boards, only that there are mitigating circumstances and the decisions made.

Who should I ask for advice?

You can speak to your Academic Personal Tutor, Student Education Service staff within your parent school or your programme leader. The LUU also have a help and support service, and they can guide you on the various procedures available to you, and direct you to other sources of support (including Disability Service and the Counselling and Wellbeing Service).

Should I apply for mitigating circumstances or an extension?

For coursework, where you can't meet the deadline because of a short term or minor issue that has arisen, you should submit a request for a usually short extension. Contact the Student Education Service within your parent school for advice on the process for extension requests. Please note that some schools may follow the same process for extensions as for mitigating circumstances. You should consider the impact of an extension on other deadlines you may have to ensure that you are not creating workload pressure at a later date.

In some circumstances, particularly serious health issues or significant events which may affect all aspects of your studies, an extension would not be appropriate and you should seek advice on the other options available to you. You can also apply for mitigating circumstances if you miss the opportunity to request an extension (although you will have to explain why).

What happens if my mitigating circumstances application isn't approved?

If you consider that you have grounds to do so, you can appeal against the school's decision not to approve an application for mitigating circumstances via the Academic Appeals Procedure:

http://www.leeds.ac.uk/secretariat/student_cases.html

The Student Cases Team in Secretariat can provide further advice on this process.

Will I be given additional marks, or will my marks be changed, if my case is approved?

No. Module marks for assessments must always reflect the actual academic performance. No marks will be changed because of mitigating circumstances, nor will mitigating circumstances be taken into consideration when marking your work.

If I am granted a first attempt resit for an assessment, can I decide not to take it?

Yes. However, if you do decline the offer of a further attempt (first attempt or resit attempt) following a successful application for mitigating circumstances, you will not normally be permitted to take that attempt at a later date.

Where you have been granted a first or further attempt following an application for mitigating circumstances, any attempts must be taken at the next available opportunity (or within the timeframe agreed with the school).

If you do decide not to take up the offer of a first or further resit attempt, you must inform your parent school of your decision straight away to ensure that you are not registered to take it, and that your original mark is not permanently removed from your record.

I have taken temporary leave from my studies, do I still need to submit a mitigating circumstances application?

If you are requesting temporary leave after the week 8 deadline in either semester, an application for mitigating circumstances will need to be made. This is because after teaching week 8 you are still expected to complete your assessments for that Semester.