

## Coleg Gwent Higher Education Pearson Programme Mitigating Circumstances Procedure

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Approved By:	College Management Team
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Author:	Head of Higher Education
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are outside their control can be corroborated by independent evidence occurred during or shortly before the assessment in question

## Procedure

Where necessary a student should use the extensions procedure to request an extension 5 working days before an assessment deadline. If this is not possible then the mitigating circumstances procedure will need to be used.

If a student feels that they have valid mitigating circumstances that have affected their performance or ability to meet an assessment deadline (where they did not have an agreed extension) they should raise this, in the first instance, with their Personal Tutor or Programme Leader, who will then be able to provide support to the student to ensure they are aware of the process, the possible outcomes and, where feasible, identify support that would help the student towards completing the course work. The student may be referred to the Student Support Services offered by the College where they can be informed of available support services.

The student must apply by filling in the Mitigating Circumstances Form. The Mitigating Circumstances Form and supporting evidence should be sent to the Programme Leader.

The application will be considered by the Programme Leader, who may consult other members of the programme team, student services and the Higher Education Manager in order to reach a fair and equitable outcome, that neither disadvantages or advantages the student.

## Possible Outcomes

- 1. **No Action** where the mitigating circumstances are not considered to be directly impacting the student's studies or the evidence is not valid.
- 2. Extension to submission deadline where the mitigating circumstances are agreed to be valid and require the learner to submit work by new deadlines NB If marked work has been returned to learners and the learner requesting mitigation would benefit from that assessment feedback the learner will be asked to complete a different assessment.
- 3. Make an assessment attempt 'n nt

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the student has a borderline mark

there is evidence that the mitigating circumstances had an impact beyond specific modules in which allowances have already been made

it is not possible to make allowances retrospectively at module level e.g. because of the nature of the assessment method

The Higher Education Assessment Board may also decide to defer the decision until further details are obtained.

If a student attends a module but is unable to sit examinations or complete coursework because of Mitigating circumstances, the student may:

Sit a supplementary examination or complete coursework before the meeting of the Assessment Board or

Sit a supplementary examination or complete coursework as a first attempt before or during the re sit examination period

## Evidence Based

In the interests of equity and transparency applications for mitigating circumstances must be supported by relevant and independent evidence to corroborate the claim made. This can include:

Death certificates Medical certificates or GP letters Legal Notices.

Medical certificates are acceptable if they:

are signed by a medical practitioner who has seen the student during or immediately after a period of illness

Time management problems (e.g. competing deadlines) Appointments (legal, medical etc) which could be rearranged

Outcome (For College Use Only)

Decision of the Programme Leader