



## **Coleg Gwent Higher Education Pearson Programme Mitigating Circumstances Procedure**

<b>Date Equality Impact Assessment Completed:</b>	<b>August 2021</b>
<b>Approved By:</b>	<b>College Management Team</b>
<b>Date Approved:</b>	<b>August 2023</b>
<b>Author:</b>	<b>Head of Higher Education</b>
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## 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 the deadline.



## Appeal

If the student wishes to appeal against an application that has been rejected, the Head of Higher Education will firstly assess if the independent evidence fully supported the dates noted on the Mitigating Circumstances Form. If any aspect of the Form is incomplete, or further evidence is required, contact will be made directly with the student and the Programme Leader to request this information or amend the form. If the evidence still does not fully meet the criteria for approval, the student and programme leader will be formally notified in a letter and the minutes noted to reflect the final rejection of the application and the relevant reasons.

Retrospective claims of mitigating circumstances will not normally be considered unless there were exceptional reasons for not doing so at the time. This would normally only be because the student was unable to disclose the circumstances in advance because a medical condition has only just been diagnosed. Please note that unless there are exceptional circumstances as detailed above, mitigating circumstance claims which are submitted retrospectively will be deemed to be invalid.

### Examples of circumstances which might be considered valid are:

Hospitalisation, including operations

Health problems

Personal or psychological problems for which the student is undergoing counselling or has been referred to a counsellor or other qualified practitioner

Bereavement

Major accident or injury, acute ailments or conditions which coincide with an assessment deadline or an examination or test, or are sufficiently long lasting to impact on a significant part of a term

Mental health problem

Recent burglary/theft/serious car accident

Jury service which cannot be deferred

Late diagnosis of, for example, dyslexia, resulting in no support or examination provision

Examples of circumstances which would not be considered valid are:

or in  
performance

Financial problems (other than cases of exceptional hardship)

Holidays, house moves, family celebrations

Application for Mitigating Circumstances Form

**Personal Details**

Name:		Date of Birth	
Address:		College Student ID	
		Programme (and year) of Study	
Contact Tel No		E mail Address:	

**Mitigating Circumstances**

Details of reasons for late submission (LS), non submission (NS) or poor performance (PP) in assessments must be presented below. Please state the nature of the evidence being presented with this application

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**Time Period**

From:		To:	
When applying for Mitigating Circumstances you must carry on working on your assessment and submit at the earliest opportunity.			





***Decision of the Programme Leader***