



PERSONAL MITIGATING CIRCUMSTANCES POLICY

The Ada College recognises that students may suffer from a sudden illness, or other serious and unforeseen event or set of circumstances, which adversely affects their ability to complete an assessment, or the results they obtain for an assessment.

Personal Mitigating Circumstances are situations or circumstances of a serious nature (i.e. not day-to-day minor illnesses or circumstances you could have easily avoided through prior planning). If you believe that they have adversely affected your ability to submit coursework on time or to submit it at all or to attend an exam, then you may wish to bring them to the attention of the examiners. The circumstances might include serious illness, bereavement or any personal issue that has affected you for a significant period of time during your studies and/or during the examination period and has had a recognisable effect on your studies and assessments. PMC requests can only be submitted for:

- Late submission
- Non-submission
- Non-attendance at an exam or similar type of assessment

Normally PMC requests cannot be submitted because you feel that your mitigating circumstances have affected the standard of work you have already submitted or your performance in an exam you have already sat.

In the normal course of your studies you should talk to your personal tutor about problems that are affecting your studies and/or your life at home. You may wish the College to take account of these circumstances in a formal way when the Academic Board is making decisions about your progression or award. If so, it is your responsibility to complete a Personal Mitigating Circumstances (PMC) form to explain the nature of your circumstances and how these have affected your assessments.

You must submit a PMC form together with relevant evidence (Medical evidence submitted in support of a claim for extenuating circumstances should be provided by a qualified medical practitioner) before the published deadline for the assessment submission or the date of the examination within 7 calendar days, whichever is sooner. If a student fails, without good cause, to provide the College with information about mitigating circumstances within the timescales specified above, the College has authority to reject the request on those grounds. Before submitting a PMC form, please make sure you understand the procedure properly. Guidance notes are available on the PMC form.

PMC requests are considered by the Teaching, Learning & Assessment Team who will verify the authenticity of any evidence submitted and then make recommendations to the Board of Examiners (BoE). Upon receipt of recommendations from the teaching team for investigating mitigating circumstances, the BoE will decide whether to:

- a. provide a student with the opportunity to take the affected assessment(s) as if for the first time i.e. a 'sit' or 'submit', allowing them to be given the full marks achieved for the examination or assessment, rather than imposing a cap;
- b. waive late submission penalties;
- c. determine that there is sufficient evidence of the achievement of the intended learning outcomes from other pieces of assessment in the module(s) for an overall mark to be derived;
- d. note the accepted extenuation for the module(s) and recommend that it is considered at the point of award and classification.

The Board of Examiners, depending on the circumstances, may exercise discretion in deciding on the particular form any reassessment should take. Options are a viva voce examination, additional assessment tasks designed to show whether the student has satisfied the programme learning outcomes, review of previous work, or normal assessment at the next available opportunity. The student will not be put in a position of unfair advantage or disadvantage: the aim will be to enable the student to be assessed on equal terms with their cohort.

The module marks released following the meeting of the Board of Examiners should clearly identify results where extenuation has been considered and applied.

If a student fails, without good cause, to provide the teaching team with information about extenuating circumstances within the timescales specified, the teaching team has authority to reject the request on those grounds.

Version	Author	Date	Updated items
V1	Farhad Keissarian	10 March 2017	N/A
V2	Farhad keissarian	10 March 2020	No change