

## Mitigating Circumstances Guidance

### What are mitigating circumstances (MCs)?

MCs refer to unforeseen exceptional personal difficulties that are out of your control and prevent you from submitting or presenting your work by the submission deadline.

Examples of MCs:

- Serious short-term illness
- Death of a family member

The following would not be accepted as MCs:

- IT/computer problems
- An illness that you had at a time not related to your submission deadline.
- Holidays

### Pearson HN resubmission guidelines

Pearson states the following regarding resubmissions:

- One resubmission is allowed if a student does not achieve a pass on first submission (same assignment).
- The reassessment opportunity will be capped at **Pass** for that unit, i.e. you cannot gain a **Merit** or **Distinction** for a resubmission.
- You are not entitled to be reassessed in any component for which a Pass or higher has already been awarded.

### Self-certified MCs

Each student can self-certify for two MCs per academic year. This means that for two assessments each year you can provide an explanation for why you want MCs, and you will not need to provide independent evidence. Third and subsequent claims in any one academic year will require supporting documentary evidence.

### Evidence required for all other MCs applications

Beyond the two self-certified MCs, all subsequent applications for MCs will need to be supported with appropriate evidence. The evidence will need to:

- Clearly align with/match the time of the assessment.
- Be translated into English if it is written in another language (both the original and the translation have to be submitted with the application).
- The only time evidence will not be required is when the MCs request is for a flare up of a long term//ongoing condition for which we already have evidence.

Examples of documentary evidence for MCs include scans of official letters, e.g. from a medical professional, a legal professional, your employer, medical or death certificates and official reports.

### **When to apply for mitigating circumstances**

You have to submit your application for MCs **before** your submission deadline.

Applications for MCs will **not** be accepted **after** the submission deadline unless there are exceptional circumstances supported with evidence.

If you have already submitted your work, you cannot, under normal circumstances, apply for MCs retrospectively.

### **How to apply for self-certified MCs or MCs with evidence**

Complete the MCs form.

Gather documentary evidence of your circumstances.

Submit your completed MCs form and any scanned evidence to **registry@britcollege.ac.uk**

**If you need help with submissions** for Mitigating Circumstances please ask your Lecturer and/or Programme Leader, or any other College staff member.

### **What happens next?**

Once you have submitted your MCs form and any evidence, there are three possible outcomes:

- Mitigating Circumstances accepted
- Further evidence required
- Mitigating Circumstances not accepted

If your Mitigating Circumstances request is not accepted, then a reason will be given. You will be notified of the decision made by the Registry Office.

Any **accepted** Mitigating Circumstances requests will be communicated to the Assessment Board which considers your results. Your difficulties will be taken into consideration when deciding the outcome of your results.

## Mitigating Circumstances Form

Please submit an electronic copy of this form, a covering note and any scanned evidence to:

[registry@britcollege.ac.uk](mailto:registry@britcollege.ac.uk)

<b>Family Name(s)</b>			
<b>Given Name(s)</b>			
<b>Student Number</b>			
<b>Programme of Study</b>			
<b>Year of Study</b>		<b>Cohort</b>	

**Assessments to which the Mitigating Circumstances relate:**

Unit Name	Unit No./Code	Name	Assessment Deadline

**If you are self-certifying, please state which unit(s) you are self-certifying for:**

Unit Name	Unit No./Code

**Reason for requesting Mitigating Circumstances:**

<b>Serious short-term illness</b>	
<b>Flare up/deterioration of a long-term condition</b>	
<b>Family bereavement</b>	
<b>Other (please give details)</b>	

**Supporting Statement**

<p><b>Please give details of your mitigating circumstances and how these have affected your work (also state how many study days you have lost as a result of these circumstances):</b></p>    
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**Evidence (not applicable for self-certifying mitigating circumstances requests)**

<b>GP or hospital letter/sick note</b>	
<b>Evidence of bereavement (death certificate)</b>	
<b>Other (please give details)</b>	

**Declaration:**

I understand that my circumstances and documentary evidence will remain confidential and will be discussed at the Mitigating Circumstances Panels only.

I confirm that I have completed this form in full and attached evidence, if required.

<b>Student Signature:</b>	
<b>Date:</b>	

Please email this form to: [registry@britcollege.ac.uk](mailto:registry@britcollege.ac.uk)

**For Official Use Only**

<b>Accepted</b>	
<b>Further Evidence Required</b>	
<b>Rejected</b>	
<b>Comments</b>	
<b>Name of who considered the MC</b>	
<b>Signature</b>	
<b>Date</b>	