

Extenuating Circumstances and Mitigation

Information for Staff

The University recognises that, from time to time, students may encounter issues which may prevent them from being able to submit or take assessment. Where this is the case, students may be able to submit their 'extenuating circumstances' for consideration.

The University operates a fit to sit/fit to submit approach to extenuating circumstances which means students who take their assessment are declaring themselves fit to do so. Students who, for valid reasons, are not fit to take assessment may submit their extenuating circumstances for consideration by their School Mitigation Panel.

Staff should confirm which regulations (standard or Covid-19) will be applied to their students when they are being considered for mitigation. This factsheet relates to the standard regulations. The Covid-19 regulations are summarised in the factsheet listed under [Section 8 of the Academic Regulations](#).

In what circumstances can students apply?

Students may apply for mitigation, an extension (normally for up to 5 working days where a short-term response will be effective) or an authorised absence.

Extenuating circumstances may be as a result of:

- Illness (including Coronavirus (Covid-19))
- Inability to attend an assessment or examination due to the above
- Other factors that are sufficiently serious enough in nature to result in the student being unable to attend, complete or submit an assessment on time such as bereavement, serious family illness or being a victim of crime.

Online mitigation form

All requests for consideration of extenuating circumstances should be submitted electronically via the online system for mitigation requests.

We have [one online form](#) which covers mitigation being sought in relation to Coronavirus (Covid-19) (Part A of the form) and/or mitigation due to other extenuating circumstances unrelated to the Coronavirus (Covid-19) (Part B of the form). If a student's circumstances relate to both Coronavirus (Covid-19) and other extenuating circumstances, they should complete Parts A **and** B.

Staff should advise students to speak to an adviser at the [Students' Union Advice Service](#) **before** completing the form so they can advise them on how to present their circumstances.

Evidence

Independent documentary or medical evidence will normally be required to be submitted in support of all mitigation requests (including extensions). This should be attached to the online submission. In exceptional circumstances, third party submission of extenuating circumstances will be accepted, provided they are accompanied by confirmation of the student's inability to submit themselves.

Timeframes for Responses

Request for an extension

A request for an extension (normally up to 5 working days) should be responded to in two to three working days by the School.

Request for Mitigation

Students should be advised once they have submitted their mitigating circumstances form and evidence that their case will be referred to a Mitigation Panel. Mitigation Panels normally meet every month, so depending on when the request is submitted in relation to the next scheduled panel, there may be a delay in receiving their outcome.

Applying for Mitigation:

1. Refer student to the [Online Mitigation Form](#).
2. Student completes the form.
3. Student and School Admin are emailed a receipt of the Mitigation request once the student has submitted.
 - a. Student can have a draft submission which will not be sent to the schools.
 - b. Student can access all submissions - <https://myhub.leedsbeckett.ac.uk/students/forms/submissions>
4. School nominees will receive a daily School Mitigation report generated automatically via email which contains links to a PDF summary and any documentary evidence.
5. Relevant colleagues in Schools evaluate the submissions and communicate the outcomes. Please note that these circumstances could continue and be ongoing. This may mean that the duration of mitigation may need to be extended.

Outcomes of Mitigation

The Mitigation Panel will consider the degree of seriousness of the extenuating circumstances accepted and the assessments which were evidenced by those relevant circumstances. The Panel will categorise the seriousness of extenuating circumstances as follows:

- A. Category A – Very serious
- B. Category B – Sufficiently serious to defer assessment
- C. Rejected – the Panel will reject claims which are late, not substantiated by original documentary evidence or are not deemed sufficiently serious to warrant deferral.

Authorised Absence from Assessment

Students are permitted to seek permission for an authorised absence from assessment in relation to circumstances which are outside the fit to sit/submit principle. Such circumstances may include, but are not limited to, jury service, UK visa and immigration interviews, and court proceedings.

Students must request authorised absence from assessment from the designated member of academic staff for approval and the request must be supported by original documentary evidence. All requests for authorised absence will be presented to the mitigation panel for information and will be recorded in the University's student record system.

Further information can be found within Section 8 of the [Academic Regulations: Extenuating Circumstances and Mitigation](#).

Contacts and Further Information

Academic Regulations

Link to Mitigation Form

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