

# Extenuating Circumstances and Mitigation

## Information for Students

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.

**Students should confirm with their course team which regulations (standard or Covid-19) will be applied to them 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](#).**

### **Applying for an extension (normally up to 5 working days) or mitigation:**

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.

Your 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 you being unable to attend, complete or submit an assessment on time such as bereavement, serious family illness or being a victim of crime.

### **How do I apply?**

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 your circumstances relate to both Coronavirus (Covid-19) and other extenuating circumstances, you should complete Parts A **and** B.

### **Do I need to provide evidence?**

Yes. Independent documentary or medical evidence will normally be required to be submitted in support of all mitigation requests (including extensions) and should explain the impact the circumstances have had on the ability to submit. This should be attached to the online submission.

### **What kind of evidence will be accepted?**

<b>Examples of acceptable evidence (indicative guidance)</b>	<b>Examples of unacceptable evidence (indicative guidance)</b>
Medical appointment letter	Note from a friend
Doctor's note including relevant dates	Wedding invitation
Crime report and number (plus evidence of the work you had been preparing, e.g., notes, work plan, draft assignment)	Corrupt USB stick

## **How quickly will I get a response?**

### **Request for an extension:**

A request for an extension (normally up to 5 working days) is usually responded to in two to three working days by your School.

### **Request for mitigation:**

Once you have submitted your mitigating circumstances form and evidence, your case will be referred to a Mitigation Panel. Mitigation Panels normally meet every month, so depending on when your request is submitted in relation to the next scheduled panel, there may be a delay in receiving your outcome. If you have concerns about this or would like to know when the next panel is, please contact your Course Administrator.

Unfortunately, presenting mitigating circumstances does not guarantee that they will be accepted, but if they are accepted, the Mitigation Panel will make a recommendation about the affected assessment/s to the relevant Progression and Award Board or Module Board of your course.

The Mitigation 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 Mitigation Panel will reject claims which are late, not substantiated by original documentary evidence or are not deemed sufficiently serious to warrant deferral.

All outcomes of the Mitigation Panel will be notified to you in writing.

### **I am unsure what to put in the form, who can advise me?**

You are strongly advised to speak to an adviser at the [Students' Union Advice Service](#) **before** completing the form so they can advise you on how to present your circumstances.

### **Where can I find the online form to complete?**

You can apply online for extenuating circumstances by accessing the link below:

<https://myhub.leedsbeckett.ac.uk/mitigation>. Once your submission has been completed, you will receive an automated notice confirming that “we have received your mitigation request”.

### **I must attend court – do I need to apply for mitigation?**

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. Please contact your Course Team if you are not sure who to submit this to.

## **Contacts and Further Information**

Academic Regulations

Link to Mitigation  
Form

Contact your Course  
Administrator