

MITIGATING CIRCUMSTANCES POLICY

Policy Category:	Academic
Subject:	Mitigating Circumstances
Approving Authority:	Academic Board
Responsible Officer:	Executive Director of Students and Education
Responsible Office:	Students and Education Directorate
Related Procedures:	Student of Concern Procedure
Related College Policies:	Academic Regulations Support for Study Policy Interruption of Study Policy International Athlete Support Policy Support for Students in the Armed Forces Policy
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Scope

The University recognises that, during their studies, students may encounter significant personal difficulties that are outside their control and impact on their ability to study and/or complete assessments. This policy sets out the University's arrangements for considering requests for mitigation in such circumstances. This policy can also apply to unexpected circumstances which will have a positive impact on a student (for example, the opportunity to participate in an international sporting event). Consideration of such requests must adhere to staff guidance and as per policy requirements.

This policy and procedure apply to all students on a foundation and pre-sessional, undergraduate, or postgraduate taught programme at King's. This policy applies to postgraduate research students only if they are studying taught components or modules. Postgraduate research students should refer to sections 6.9 Extending and Exceeding Submission Deadlines and 6.10 Interruption of Study of the [regulations for postgraduate research awards](#).

This policy does not apply to disruption or circumstances that affect a whole cohort of students at the time of or during an assessment in a centrally managed assessment venue. This includes but is not limited to fire alarms, rail/tube strikes and industrial action. Where this occurs, group mitigations will be put in place and communicated to students. Individual mitigating circumstances requests should not be submitted in these scenarios.

Definitions

Mitigating Circumstances	significant and unavoidable events which are beyond a student's control, and which may affect a student's performance in a summative assessment.
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Complex case	A complex case is one where the usual process of granting a deferral or extension does not appear to be appropriate because the student has complex support needs, the mitigation will have a significant academic impact and wider input and expertise is required, or any other situation where a decision is not straightforward. This includes where mitigation will have an impact on a student's progression, award or maximum period of registration. Guidance on triaging of cases and what constitutes a complex case can be found here .
Day or working day	Any reference to "day"/"working day" excludes weekend, public holidays or University closure days.
Deferred assessment	If a student has been prevented from completing an assessment because of mitigating circumstances they can request a deferral. Deferral allows a student to postpone an assessment without penalty.
Disability	Under the Equality Act 2010 , disability is defined as having a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on an individual's ability to do normal daily activities.
Extension	An approved adjustment to the deadline for a piece of coursework.
Faculty	For the purpose of this document, and recognising faculty nuances and differing sizes/structures, "faculty" can be understood as "department" where appropriate and vice versa.
Home/Host department	"Home" department refers to the department that a student is registered with. "Host" refers to a different department that is delivering a module that a student is enrolled on.
Long-term/ chronic health condition	A health problem that requires ongoing management over a period of years or decades and is one that cannot currently be cured but can be controlled with the use of medication and/or other therapies.
Summative assessment	An assessment which contributes towards the final mark of a module.

1 Introduction

- 1.1 During their studies, students may encounter significant personal difficulties that are outside their control and impact on their ability to study and/or complete assessments. This policy sets out the University's arrangements for considering requests for mitigation in such circumstances.
- 1.2 In order to be considered under this policy, these circumstances must meet all of the following criteria:
- Unavoidable: The circumstances must be out of the student's control and could not have been prevented.
 - Significant: The circumstances must have had an adverse impact and a demonstrably negative impact on the student's ability to study or to undertake an assessment.
 - Relevant: The timing of the circumstances must be relevant to the impact cited.
- 1.3 Requests for consideration under this policy apply to summative assessment only.¹

2 Student responsibilities

- 2.1 Students are responsible for managing their own personal circumstances and to be able to cope with many life events alongside their studies, to manage workload appropriately. A range of services, including Disability Support & Inclusion, are available to support students.
- 2.2 Students can also reasonably expect a level of pressure around the time of assessments which may lead to some feelings of stress and anxiety. There are many resources and support services offered by the University to help plan and deal with the pressure of assessment. See [Student Services Online](#) for more information on the support available.
- 2.3 Where a student feels that there are circumstances that are affecting them adversely, it is their responsibility to seek advice and professional help to assist in resolving the problem. Where possible, students should inform their department of any issues which they believe are having an impact on their studies within a reasonable timescale.
- 2.4 If a student experiences a significant, unavoidable and/or exceptional circumstance in the period immediately prior to, or at the time of, an assessment, it is the student's responsibility to submit a mitigating circumstances request and – where required – to provide independent evidence to support the circumstances. Students may also seek support around making such a submission (see section 4.2).

¹ If a student is unable to complete formative assessment or is absent due to personal circumstances, they should speak to their module lead and department to access necessary support.

- 2.5 Students are expected to submit all assessments by the published deadlines and to attend assessment activities as scheduled. Where a mitigating circumstances request has been approved and a new date for assessment/submission has been scheduled, the student will be expected to submit or attend on the new date provided. If coursework is not completed on time, the penalty for late submission will be applied. Non-attendance and non-submission for any type of assessment will result in a mark of 0 for that assessment.
- 2.6 Students must submit Mitigating Circumstances requests and evidence as per the timeframes outlined in this policy and associated procedures.

3 Faculty and departments

- 3.1 In addition to central communications, faculties and departments must ensure that all students are informed of this policy and associated procedures so they can review the range of actions or remedies available via mitigating circumstances. As a minimum, faculties are expected to:
- a. include information in their programme handbooks;
 - b. publicise the deadlines for assessment and the procedure for submitting mitigating circumstances requests (for example, in programme handbooks and/or via email);
 - c. provide guidance on how to access support both within the faculty and in the wider University community, such as, Student Support & Wellbeing Services, and signpost to [Personalised Assessment Arrangements \(PAA\)](#);
 - d. ensure staff responsible for advising students are fully informed of what circumstances might warrant consideration under this policy;
 - e. make students aware of any impact to progression or award in the case of maximum periods of registration as a result of a mitigating circumstances request outcome;
 - f. ensure each case is reviewed equitably and all procedure timeframes observed; and
 - g. ensure that students meet the learning outcomes for module(s) affected by mitigating circumstances before the module can be passed.
- 3.2 Departments must inform students of the outcome and progress, as appropriate, of their request for mitigation, in a timely manner, as per section 6 of this policy and accompanying guidance.

4 Mitigating Circumstances Requests

4.1 The following lists outline circumstances² that are likely/not likely to be accepted under this policy.

Examples of circumstances likely to be accepted includes but is not limited to:

- Serious short-term illness or injury
- Worsening of an ongoing illness or disability, including mental health conditions
- Symptoms of an infectious disease that could be harmful if passed on to others
- Death or significant illness of a close family member or friend
- Caring responsibilities for a family member or dependant
- Significant personal or family crises leading to acute stress
- Witnessing or experiencing a traumatic incident
- A crime which has had a substantial impact on the student
- Accommodation crisis such as eviction or the home becoming uninhabitable
- An emergency or crisis that prevents the student from attending an exam or accessing an online assessment
- A technical problem that prevents the student from accessing online teaching or assessment
- Safeguarding concerns
- Pregnancy-related illness
- Visa issues
- Students may also be able to use the mitigating circumstances procedure where their assessments are impacted by undertaking public duties (such as jury service or active duty with armed forces) or by competing in national or international sporting events or other similarly high-profile activities
- Geopolitical events and/or natural disasters than affect the country in which a student is domiciled, or of which they are a national
- Extension given by [Personalised Assessment Arrangements \(PAA\)](#)

Examples of circumstances likely to be excluded includes but is not limited to:

- Holidays, house moves or other events that were planned or could reasonably have been expected
- Minor illness such as common colds or hay fever, unless the symptoms are particularly severe
- Assessments that are scheduled close together
- Misreading the exam timetable or the coursework/project work submission deadline
- Poor time management
- Minor transport disruption
- Computer or printer failure where the student should have backed-up their work
- Normal exam stress
- Minor life events, unless the circumstances have had a disproportionate impact

² Circumstances taken from the Office of the Independent Adjudicator [Good Practice Framework on Requests for Additional Consideration](#)

- 4.2 Wherever possible, a request for mitigating circumstances should be made by the student affected. Where a staff member or trusted contact³ is concerned by the impact such circumstances are having on a student's ability to undertake their assessment, they should encourage the student to submit a mitigating circumstances request. If the staff member or trusted contact is concerned about the student's wellbeing and welfare, they should consider referring the student through alternative support processes. See section 8 of this policy for further information.
- 4.3 In clinical professional programmes, where assessments involve direct contact with the public, relevant faculties have an ethical obligation to protect the public. Where a student is aware of circumstances that may adversely affect their performance, the professional requirement is that they should not practise until well enough to do so.⁴ The student should not undertake the clinical assessment (as defined by the respective department) and should present their mitigating circumstances as per this policy.
- 4.4 The University supports students with long-term or chronic health conditions, and disabilities, and it is expected that the support put in place for students should aim to mitigate the need for additional mitigating circumstances requests to be made. Students are responsible for contacting the Student Disability Support & Inclusion team to discuss these adjustments and the support that they need when they join the University and at regular points throughout their studies as appropriate for their condition. However, it is recognised that a flare-up of a condition or additional circumstances may occur. In these instances, the mitigating circumstances process should be used. Where a student submits a mitigating circumstances request on the basis that there has been a significant change in their circumstances, they must provide evidence regarding this change in their condition.
- 4.5 In some circumstances, particularly in relation to chronic or long-term health conditions, or disabilities, it may be helpful for a student to submit a mitigating circumstances request for some but not all their assessments in an assessment period to appropriately manage their condition. Departments should support students with this request providing the relevant evidence is provided.
- 4.6 Events may happen during pregnancy that may be viewed as mitigating circumstances. Pregnancy itself does not normally come under mitigating circumstances, but if a student's circumstances (or those of a partner of a pregnant student) result in negative effects on the student's progress or assessment, these need to be judged on a case-by-case basis. Students are advised to discuss issues

³ More information on trusted contacts can be found in the University's [Student Trusted Contact Procedure](#).

⁴ See also the University's [Fitness to Practise Policy and Procedure](#).

with their department promptly to access support and to use the mitigating circumstances procedure as appropriate.

- 4.7 Where there is a perceived impact to a cohort of students (for example, including but not limited to geopolitical events and/or natural disasters), the University will consider if additional guidance is required, or if group mitigations are appropriate. Where additional guidance is required, Student Support & Wellbeing Services will circulate guidance to all faculties to ensure students affected are treated equitably. Students are advised to discuss issues with their department promptly to access support and to use the mitigating circumstances procedure as appropriate.
- 4.8 Mitigating circumstances requests, including accompanying evidence, should be submitted as soon as possible. A request will only be considered if:
- It is submitted any time before the affected date of assessment.
 - It is submitted (normally) no later than 5 working days after the affected date of assessment.
 - Exceptionally, if it is submitted after the 5-day deadline but the student is able to provide good reason and supporting evidence why they did not follow the standard procedure.

Where evidence for the mitigating circumstances cannot be submitted with the initial request, the timeframes noted in 5.6-8 of this policy should be followed.

- 4.9 Mitigating circumstances requests will not be accepted after the publication of results (provisional or formally ratified). Evidence must be submitted in accordance with 5.6 -5.8 of this policy.

5 Evidence

- 5.1 In all applications, students are expected to provide their own account of the circumstances.
- 5.2 Supporting evidence is required for most mitigating circumstances requests and such evidence must be relevant to the timeframe the mitigating circumstances request applies to. There are also instances where students will not be required to submit evidence. Further information on the [types of evidence expected or where evidence is not required](#)⁵ can be found on Student Services Online.
- 5.3 Wherever possible, students should provide corroborating evidence from a third party. In exceptional cases, it may be impossible for a student to provide independent evidence and in such instances the student's mitigating circumstances claim will still be considered.

⁵ <https://self-service.kcl.ac.uk/article/KA-01745/en-us>

- 5.4 Evidence submitted should be signed and dated from an independent third party. If the evidence submitted is not from an independent third party, the documents which are available should be submitted and an explanation as to why this is the evidence submitted should be provided. Evidence submitted will be considered on an individual basis taking into account the circumstances of the request.
- 5.5 The evidence provided by students should be in English or be an original document in another language accompanied by a translation in English. Information about the source of the translation must also be included. Evidence in another language without an English translation will not normally be accepted.
- 5.6 Evidence may be submitted after a mitigating circumstances request has been made. However in all the cases outlined in 4.8, the independent supporting evidence must normally be submitted within 10 working days of the affected date of assessment(s). A decision cannot be made until the evidence has been received.
- 5.7 Where a student is unable to provide the late evidence in the timeframe noted in 5.6, the student should notify their department as soon as possible detailing any good reason why it is not possible to submit the evidence. The department will determine if it is appropriate to provide an extension to the evidence submission deadline. The department has discretion to allow an extension to the evidence submission date by a further 5 or 10 working days. Departments must inform students that late evidence will not be accepted any later than two weeks before the date of the relevant Assessment Board.
- 5.8 If evidence is not received within the timeframe specified in this policy or the student does not contact the department about late evidence and have a new deadline agreed, the mitigating circumstances request will be rejected. Once rejected, if the student believes they still have mitigating circumstances and can obtain the necessary evidence, they will be required to submit a new request for consideration by their department.

6 Consideration

- 6.1 Requests for mitigating circumstances will be considered by the student's faculty (see 6.10 for joint delivery).
- 6.2 Faculties may implement an initial screening or triaging process using the following [staff guidance](#). Straightforward requests that include the appropriate evidence should be processed for approval. More complex cases must be escalated to nominated individuals within the faculty for review.
- 6.3 A minimum of two members of staff are required to review all complex mitigating circumstances requests (see definition above). This should include at least one

academic member of staff.⁶ Where a professional services member of staff is the other reviewer, wherever possible, this individual should be at least a Grade 6 role holder. In no instances should a reviewer of complex cases be below a Grade 5. Faculties have discretion to have more than two reviewers or a full panel that meets regularly. Both members of staff (or all involved in the reviewing of cases if a greater number is used by faculty) must be appropriately trained.

- 6.4 Faculty Assessment Board Chairs should not be involved in the decision-making for any mitigating circumstances request in order to ensure independence at an appeal stage.
- 6.5 The reviewers will consider each request and decide whether the circumstances meet the requirements for approval. Final decision-making will be documented in the Mitigating Circumstances System.
- 6.6 Students should normally receive an outcome to the request within 5 working days of the initial submission as long as all information and evidence for the request was provided. Requests will not be monitored on weekend days, University closure days or national holidays.

Group work

- 6.7 When setting group work assessments, staff should be mindful of the possibility that a student from any group may need to apply for an extension to or deferral of the assessment and should aim to make the assessment resilient in the face of mitigating circumstances which may prevent individuals from being able to contribute.
- 6.8 When valid and evidenced mitigation requests are received for an extension to or deferral of a piece of group work by one member of the group, the request should be approved but it is important that any impact on the remaining group members is considered. The module lead will need to consider if any adjustments need to be made for remaining group members in terms of expected contributions or if allowance can be made in the assessment process to take into account if the group size has decreased. Consideration can include:
 - a. whether the assessment can be divided into individual contributions to allow for one student to be granted an extension/deferral. This should only be considered if the assessment can be divided without negatively impacting the experience of the rest of the group.
 - b. an extension to the deadline for all group members can be considered, but care must be taken to ensure that all group members are in agreement with the revised deadline and that it does not cause any disadvantage to any other member of the group.

⁶ In some circumstances, suitably qualified staff who are not on academic contracts may be appointed as the academic reviewer at the discretion of the Assessment Board chair.

- c. where an extension cannot be accommodated, the module lead will need to consider if any adjustments need to be made for remaining group members in terms of expected contributions to the process and product of the assessment.
- 6.9 If one or more of the intended learning outcomes of a module are to be assessed by group work activities, it should be identified how the group work component will be assessed if a student has mitigation approved which leads to them making an individual submission at a later date. Wherever possible, reassessment should enable a student to demonstrate the same intended learning outcomes as the first assessment.

Joint delivery

- 6.10 Where a student is on a programme delivered jointly by two departments, ultimate responsibility resides with the “home” department and faculty when deciding whether a mitigating circumstances request is accepted. The “home” department is responsible for liaising with the “host” department.
- 6.11 The “host” department is responsible for determining what mitigation is possible and appropriate for the module affected. Assuming the appropriate threshold is met, some mitigation should be offered to the student.

7 Outcomes/Mitigations

- 7.1 The mitigation offered is at the discretion of the faculty, and will consider all of the following:
- a. The severity of a student’s personal circumstances;
 - b. Academic need (e.g. type of assessment, discipline, timing of the assessment);
 - c. The requirements of any Professional, Statutory and Regulatory Bodies, which may not permit some forms of mitigation;
 - d. Any potential impact to a student’s progression to further years of study or award;
 - e. Fairness to all students in the student’s cohort as well as over time; and
 - f. Protecting the academic standards of the degrees awarded by the University with due consideration for any relevant legislation, including the [Equality Act 2010](#).
- 7.2 The faculty may reject a mitigating circumstances request because of one of the following:
- a. The evidence presented does not support the request that the student may have been affected;
 - b. A request was made too late without acceptable reasons for why the application was not made at the time of the effect on performance;

- c. The student will exceed the [University's academic regulations](#) on maximum period of registration or will be unable to meet programme requirements if the request is granted;
- d. The Professional, Statutory or Regulatory Body does not allow mitigation.

A request cannot be rejected on the grounds that it does not include all assessments that could have been affected by the mitigating circumstances.

- 7.3 If it is decided that the circumstances do not warrant approval, the request will be rejected, and the student must complete the assessment or submit on the date specified.
- 7.4 Where the faculty approves the mitigating circumstances request, some form of mitigation must be offered. The following options should be considered:
 - a. A replacement opportunity for the student to take at a later date.
 - b. An alternative format of assessment is granted for the student to take at a later date.
 - c. Normally, a minimum extension of two weeks is granted (applicable to any type of assessment). Where the time between the opening of the assessment and the assessment deadline is a shorter than two weeks, the extension may be adjusted to reflect this. Faculties have discretion to grant a longer extension up to a period of six months or in line with local faculty submission schedules; however, faculties are required to inform students of any potential impact to marking, ratification of results, progression, and graduation. Any extension beyond six months requires further consideration and approval at the Assessment Sub-Board and, where concerns for welfare or a chronic health condition or disability are noted, referral to the Support for Study Process or support from the Student Disability Support & Inclusion team may be appropriate. For any length extension, a student may submit their assessment earlier than the allotted extension time. However, the assessment will still be marked according to the agreed timeframes at the granting of the extension due to the scheduling of marking and feedback within the department.
 - d. The late submission penalty is suspended.
 - e. A component of assessment will be voided, and the module mark reweighted so that the overall mark is based only on the components of assessment the student has completed. This cannot be used if the component(s) of assessment cumulatively contribute more than 20% of the overall assessment for the module OR the module has a qualifying mark. The Assessment Sub-Board Chair must be involved in the decision to void any component of assessment to ensure that the overall learning aims and outcomes for the module have been met. Options 7.4 a-c should be considered first before deciding to void the assessment.

- 7.5 Once a request is approved, mitigation will only apply to the assessments the student has included in the mitigating circumstances request. A faculty cannot apply mitigation to any other/all assessments in that period unless they have a discussion with the student about the benefits and any implications for extending the mitigation to any other/all assessments and subsequently get agreement from the student for that approach.
- 7.6 If the outcome requires an adjustment to University and/or specific regulations, an exemption must be sought and approved before the student is informed of the mitigation outcome.
- 7.7 Under no circumstances will mitigation be grounds for adjusting marks awarded.
- 7.8 If a student has not received the outcome of a mitigating circumstances request prior to completing an assessment and then is subsequently granted mitigation, the student will need to decide whether they would like the mitigating circumstances request to stand. This decision must be made prior to the release of the result of the assessment(s) in question and discussion should take place between the student and their department. If the student would like mitigation, the assessment attempt will be void. Any mitigating circumstances request will be rendered void if the assessment result has been released.⁷
- 7.9 If a student has not received the outcome of a request prior to the completion of an assessment, the student must decide whether to undertake the assessment on time with the knowledge that the mitigation request may or may not be successful. If the student feels that their performance will be significantly affected, they should still submit/undertake their assessment, unless it is felt that to do so would exacerbate their condition or disrupt the assessment for other students. If their mitigation application is unsuccessful and they have not completed the assessment, they will automatically receive a mark of zero for that assessment. The student may be required to complete reassessment at a later time to attain credit. A student's progress to the next academic year or the award of a degree may be delayed if the student has insufficient credit.
- 7.10 If a student receives confirmation that their mitigating circumstances request has been accepted and mitigation is offered prior to completing an assessment, if the student then decides to undertake the assessment, the mitigating circumstances request and any mitigation will be void.
- 7.11 If the mitigation relates to a module that is a reassessment attempt, the [reassessment regulations](#) will apply, and the final module mark following

⁷ In cases where results are released immediately to students due to the assessment format (such as, an online quiz), the mitigating circumstances request will not be void but the department will need to discuss with the student about whether the request is retained and mitigation is applied.

reassessment will be capped at the relevant pass mark. If it is a first attempt the marks will not be capped.

- 7.12 Where a deferral or extension is offered, the University's policy on the provision of feedback will apply from the date of submission, or the original deadline, whichever is later.
- 7.13 All outstanding deferred assessments should be completed by the end of the following academic year for a student to progress to further years of study.⁸ Where a student submits mitigating circumstances requests to repeatedly defer outstanding individual assessments, a referral will be made by the department to the Support for Study process to ensure the student has the right support in place to continue on their programme. See also 8.1-8.3.

8 Support framework

- 8.1 When reviewing a mitigating circumstances request, the faculty reviewers may deem it appropriate for the student's personal tutor to have a meeting with the student to better understand their circumstances. If the faculty considers that a student is having a longer-term difficulty, the student may be referred to Student Support & Wellbeing Services, or to the [Support for Study Procedure](#) for additional support.
- 8.2 Where the reasons for a mitigating circumstances request are particularly severe and the department are concerned for a student's immediate welfare, the department should submit a [Student of Concern form](#). In line with the Student of Concern procedure, it is recommended that consent is obtained from the student; however, this may not always be possible or appropriate in which case the student should at least be informed of a decision to make a referral.
- 8.3 A meeting between a student and their personal tutor may also be convened if a student is submitting frequent requests for mitigating circumstances. This meeting will be an opportunity to discuss the student's circumstances and identify if any further support can be offered or signposted.

9 Opportunity to Appeal

- 9.1 Students who are dissatisfied with the outcome of the mitigating circumstances process, may submit an academic appeal via the standard academic appeals process, as detailed in the [Academic Regulations](#), once their results have been ratified on either or both of the following grounds:

⁸ For students enrolled on a programme at King's from 2022-23 onwards, all outstanding deferred assessments must be completed by the end of the following academic year for a student to progress to further years of study as per the University's [academic regulations 5.24 and 5.25](#).

- a. that there is new evidence that could not have been, or for good reason was not, made available at the time of the submission of the mitigating circumstances form and that sufficient evidence remains that their mitigating circumstances warrant further consideration;
- b. that evidence can be produced of significant procedural error on the part of the University in the consideration of the mitigating circumstances, and that sufficient evidence remains that the original mitigating circumstances warrant further consideration.

9.2 In order to ensure neutrality and independence in the decision making of the appeal, the Faculty Assessment Board Chair must not be involved in the initial mitigating circumstances decision.

10 Information provided and confidentiality

10.1 The University will treat the information provided by students as confidential in line with the [University's Data Protection Policy](#) and [Student Data Collection Notice](#). Information will only be shared with staff who have a legitimate need to access the information in order to consider the student's request or to provide students with support.

10.2 Students' requests for mitigating circumstances may be shared with staff (e.g. Student Support & Wellbeing Services) who are not directly involved in the mitigating circumstances process for the purpose of providing additional support.

10.3 In exceptional circumstances, particularly in relation to the University's wider Safeguarding responsibilities, where the student is considered to be a risk to themselves or to others or there is a statutory obligation on the University to provide information to a third party that is external to the University. For relevant clinical programmes, where there may be a Fitness to Practise issue, the mitigating circumstances request may be provided, in confidence, to relevant persons without the student's further permission. In such circumstances, the student must be informed and reasons for the disclosure be given to them.

11 Falsification

11.1 If it is suspected that a student has submitted a request for mitigating circumstances that is not in good faith or that evidence has been falsified, the case will be considered in line with both the [Academic and Non-Academic Misconduct Policies and Procedures](#).

12 Reporting

- 12.1 Assessment Boards are required to review and discuss their faculty's mitigating circumstances data annually.
- 12.2 Assessment Boards are required to report on the number of instances where assessment is voided and the module mark reweighted as per possible outcome 7.4e of this policy. This report must be submitted annually to the Academic Standards Sub-Committee.

13 Policy Review, Procedure and Guidance

- 13.1 This Policy will be reviewed every three years. Policy review may occur sooner in response to sector best practice guidance or any changes in legislation.
- 13.2 Where necessary, staff may seek advice from their Vice-Dean Education who can provide direction in line with the Mitigating Circumstances Policy, associated guidance, and the Academic Regulations. However, local guidance is not permitted apart from in exceptional circumstances, such as where a programme has a specialist assessment that the University guidance does not sufficiently cover. Any local guidance must be approved at the Academic Standards Sub-Committee.
- 13.3 Where a faculty determines local guidance is required because of a gap in policy, procedure or guidance, this must be escalated to the Director of Student Support & Wellbeing Services. If it is agreed that this may impact the whole University, this will trigger a review of the policy, staff and student guidance under the Academic Standards Sub-Committee.

14 Supporting Documentation

- 14.1 The following guidance documents should be used in conjunction with this policy:
- Student Guidance on Student Services Online:
 - [What are mitigating circumstances?](#)
 - [Application deadlines for mitigating circumstances](#)
 - [What evidence do I need to provide for my mitigating circumstances application?](#)
 - [Outcomes of a mitigating circumstances application](#)
 - [Support for students with mitigating circumstances](#)
 - [Staff Guidance](#)