

## MITIGATING CIRCUMSTANCES POLICY

<b>Policy Category:</b>	Academic
<b>Subject:</b>	Mitigating Circumstances
<b>Approving Authority:</b>	Academic Board
<b>Responsible Officer:</b>	Executive Director of Students and Education
<b>Responsible Office:</b>	Students and Education Directorate
<b>Related Procedures:</b>	<a href="#">Exemption Request</a>
<b>Related College Policies:</b>	<a href="#">Academic Appeals for students on taught programmes</a> <a href="#">Mitigating Circumstances</a> <a href="#">Programme Specification</a> <a href="#">Module Status</a> <a href="#">Progression requirements</a> <a href="#">Glossary</a> <a href="#">Exemptions</a>
<b>Effective Date:</b>	23 November 2021
<b>Supersedes:</b>	17 June 2020
<b>Next Review:</b>	23 November 2024

### I. Purpose & scope

- 1.1 This Policy sets out the College's arrangements for considering requests for mitigation in certain circumstances in accordance with the regulations T43.
- 1.2 This Policy applies to Undergraduate and Postgraduate Taught students. It will only apply to Postgraduate Research students when they are studying the taught elements of a doctoral programme of study.

### 2. Definitions - [Glossary](#)

- **Academic Appeal**
- **Alternative Assessment**
- **Assessment**
- **Assessment Sub Board Programme Chair**
- **Authorised absences**
- **Deferred**
- **Disruptive/unexpected events**
- **Examination**
- **Exemption**
- **Extension**
- **Mitigating circumstances**
- **Progression**
- **Reassessment**
- **Replacement**

### **3. Policy**

- 3.1 The College considers mitigating circumstances to be recognisably disruptive or unexpected events beyond the student's control that might have a significant and adverse impact on their academic performance.
- 3.2 It is the student's responsibility to declare any circumstances in accordance with the [mitigating circumstances process](#) and to provide [independent evidence](#) to support the circumstances.
- 3.3 It is acknowledged that 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.
- 3.4 It is the College's responsibility to ensure that responses to mitigating circumstances claims are normally communicated within 7 calendar days of submission of the request.
- 3.5 All students will be treated equally and fairly in the consideration of their mitigating circumstances regardless of their programme of study.
- 3.6 All students will have a consistent experience of the mitigating circumstances process. However, due recognition will be given to the specific challenges faced by off-campus programmes where the mode of assessment can lead to a different set of circumstances.
- 3.7 It is the College's responsibility to ensure that students meet the learning outcomes for module(s) affected by mitigating circumstances before the module can be passed.
- 3.8 Relevant College staff will have access to information students have willingly shared as part of the mitigating circumstances process, as relevant for their role in the process.

#### **Eligibility**

- 3.9 Mitigating circumstances requests will not be accepted after the publication of results.
- 3.10 A student who has experienced disruptive and unexpected events beyond their control that might have a significant and adverse impact on their academic performance may submit a Mitigating Circumstances Form (MCF). This form will only be eligible for consideration if it satisfies one of the following:
  - The MCF is submitted any time before the affected date of assessment.
  - The MCF is submitted (normally) no later than 7 calendar days after the affected date of assessment.
  - Exceptionally, if the MCF is submitted after the 7-day deadline but the student is able to provide good reason and supporting evidence why they did not follow the correct procedure.

**NB** In all of the above cases the independent supporting evidence (excluding students applying under 3.3) must be submitted within 21 calendar days (14 days for King's online programmes) of the affected date of assessment(s).

### **Consideration**

- 3.11 A student who has satisfied the eligibility criteria above will have their MCF considered by the Assessment Sub Board Chair (or nominee) responsible for their programme of study.

### **Outcomes**

- 3.12 Under no circumstances will mitigation be grounds for adjusting marks awarded. However, if satisfied with the MCF and supporting evidence, the ASB Chair (or nominee) can select from the following outcomes. If the outcome requires an adjustment to College and/or specific regulations, an exemption must be sought and approved before the student is informed of the outcome.
- a. A student is granted a replacement opportunity to be taken at a later date;
  - b. A student is granted an alternative assessment opportunity to be taken at a later date;
  - c. A student is granted an extension to submit at a later date;
  - d. The late submission penalty is suspended;
  - e. An element of assessment will be voided, and the module mark re-scaled so that the overall mark is based only on the elements of assessment the student has completed:  
**NB** This cannot be used if the element of assessment contributes more than 20% of the overall total OR the module has a qualifying mark.<sup>1</sup> Options a) to c) above should be considered first before deciding to void the assessment.

- 3.13 If the mitigation relates to a module that is a resit attempt, the [reassessment regulations](#) will apply, and the final module mark following reassessment will be capped at the relevant pass mark. If it is a first attempt the marks will not be capped

- 3.14 If the Assessment Sub Board Chair (or nominee) is dissatisfied with the MC and supporting evidence, the MC will be rejected, and the assessment attempt will stand.

### **Appeals**

- 3.15 Following the publication of results a student can appeal following the [Stage One](#) appeal process.

### **Review**

- 3.16 The policy will be reviewed every three years.

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<sup>1</sup> Exceptionally, an Assessment Board Chair may seek permission, from Academic Regulation, Policy & Compliance, to deviate from these requirements.