**Mitigating Circumstances Form (MCF) 2015/16**

**This is a new form and replaces the old ERF and NEA forms**

**To be submitted as soon as possible either in advance of any assessment or normally within 7 days of your first affected assessments.**

Please read the guidance carefully; if you would like help with completing this form please contact your personal tutor and/or KCLSU advice service: advice@kclsu.org.

**Part 1: Your details**

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| **Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Student No:\_\_\_\_\_\_\_\_\_\_** | **Candidate No:\_\_\_\_\_\_\_\_\_\_\_** |
| **Programme:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Current year of study:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@kcl.ac.uk**  | **Telephone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Part 2: Your application**

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| **Extension request to coursework/assignment (previously ERF) ~** please specify all modules affected by your circumstances |
| **Module code & title** | **Submission deadline** | **Submitted late (Y/N)** | **Not yet submitted (Y/N)** | **If not yet submitted indicate the submission date being requested.** |
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| **Examination/in class test, oral test, laboratory work, presentation or other similar assessments (previously NEA)~** please specify all modules affected by your circumstances |
| **Module code & title** | **Type of Assessment** | **Date of Assessment** | **Did you attempt the assessment (Y/N)?**  |
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The College operates a ‘fit to sit’ policy which states that ‘a student who presents themselves for an examination will be deemed to have considered themselves fit to undertake the examination, and any mark achieved in that examination will stand. The A3 17.4-17.8 regulations can be found [here](http://www.kcl.ac.uk/college/policyzone/index.php?id=417):

**Part 3: Your circumstances**

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| **Please provide full details of your circumstances, including key dates, and explain how the circumstances have affected your academic performance; If you attempted the assessment please explain why you took the decision to take the assessment when unfit (explanation of ‘fit to sit’ regulations above).** |
| *(please continue on a separate sheet of paper if required)* |

**Part 4 Your evidence**

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| **Please list evidence attached.** (**NB** *If you do not have your evidence do not delay in submitting this form, you will have 21 days from the date of your first affected assessment in which to submit your evidence)* |

**Part 5: Declaration**

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| *I accept that I must submit the MCF normally no later than 7 days from the date of the affected assessment; I have a total of 21 days from the date of the affected assessment in which to submit my evidence. I declare that the information I have given is true and complete and I agree that it may be disclosed to appropriate College staff. I understand that the submission of a falsified claim/documentation constitutes an offence under the Misconduct Regulations.**Your MCF and evidence will remain confidential to the Assessment Sub Board members and other staff members as appropriate.* |
| **Signature :** |  | **Date:** |  |

**Submission**

* **By email** ~ Each Department (or Academic Centre) will have a dedicated centralised email address. Students must submit their MCF from their KCL email account. Any supporting evidence that is available should be attached or forwarded at a future date (no later than 21 days after the date after the first affected assessment **(NB** originals to presented upon request, falsified claims would be treated as serious misconduct).
* **By hand/post** ~ Each Department(or Academic Centre) will have a central depository for receiving completed forms. Handbooks will contain the relevant details of where to submit the completed form.

**Outcome**

You will be notified, via your KCL email address, of the Chair’s decision normally within **7** calendar days from the date you submitted the completed form and evidence, but bear in mind that it may take longer during periods when the College is closed, notably the Christmas and New Year holiday period. If you decide to attempt the assessment whilst waiting for the outcome you will be declaring yourself ‘fit to sit’ and you will then be required to provide further evidence as to why you took this decision.

The outcome will normally be one of the following:

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| **Accepted*** Provisionally accepted subject to receipt of satisfactory supporting documentation within 21 days from the date of the affected assessment.
* Replacement assessment granted;
* Late submission of coursework accepted;
* Extension request granted;
* Alternative form of assessment granted;
* Assessment annulled and mark rescaled *(conditions apply).*
 | **Declined because:*** MCF submitted after the 7 day deadline with no acceptable reason;
* Circumstance described is not a valid reason;
* Supporting documentation not provided within

the 21 day deadline;* Supporting documentation inappropriate;
* Supporting documentation unacceptable.
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**Part 6: To be completed by Assessment Sub Board Chair or nominee.**

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| **Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***I recommend the following actions be taken in respect of this claim: if the claim is declined please give details why.***Signature : Date:** |
| *Office Use* | **Date** | **Initials** |
| The student has been notified by KCL email of the outcome of the MCF claim |  |  |
| The relevant module leader(s)/Assessment Centres have been notified |  |  |
| The opinion of a second Assessment Sub Board Chair was sought; applicable for declined outcomes or for acceptance of retrospective MCFs. |  |  |