



## **Mitigating Circumstances Policy**

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## Glossary

Assessment Event	An event designed to assess if students have achieved the learning outcomes of a module. It can cover such things as vivas, presentations, practicals, and any other event defined as an assessment by the Institute
Assignment	Any type of work that has to be submitted by a set deadline for the purposes of assessment.
Deferred assessment attempt	When an assessment event is postponed to a later date and normally a new assessment task is undertaken.
Mitigating Circumstances Panel	The formal group of Institute staff set up to consider claims made under these procedures.
Interruption of Studies	This is where a student requests to interrupt their studies either prior to or following enrolment onto an academic year but plans to return at a later date which will be agreed with the Institute.
Late submission	<p>Submission of individual written coursework up to 24 hours after the deadline, with a component grade reduction or equivalent of 10% (or less where this would reduce a pass grade below the pass mark).</p> <p>Late submission is not available if your assessment deadline has been deferred due to mitigating circumstances, you are re-sitting an assessment, or you have an extension agreed as part of your Learning Support Plan.</p>
Late Mitigating Circumstance Claim	<p>A claim for mitigating circumstances that is received <b>after the assessment deadline set by the module tutor and where the assignment was not submitted, or the assessment event was not undertaken</b>. In these cases, the student would need to be able to demonstrate that it would have been impossible for them to have submitted the mitigating circumstances claim by the published deadline. If the assignment was submitted or if the assessment event was undertaken, this is known as Retrospective Mitigating Circumstances (see below). Any claims that are made after the results are published following the Assessment Board will not be considered and the student must use the Appeals Procedure (Academic Appeals).</p>

Learning Support Plan (LSP)	<p>The LSP is used to communicate each individual students' support needs to the relevant programme team. It is written by the Institute's Wellbeing and Disability team in conjunction with information from medical evidence submitted and information directly from the student about how their disability affects them in the context of study. It details which reasonable adjustments need to be made so that the student is not disadvantaged whilst studying with the Institute. It is each student's responsibility to make arrangements for an LSP to be produced in order for reasonable adjustments to be put in place.</p>
Retrospective Mitigating Circumstances Claim	<p>A claim for mitigating circumstances that is received <b>after a student has submitted an assignment or undertaken an assessment event</b> prior to the mark being released. In these cases, the student would need to explicitly demonstrate that they had a certified illness that meant that they would have been unable to exercise the rational judgement necessary to deem themselves unfit to sit that assessment(s).</p> <p>Claims for retrospective mitigating circumstances can be submitted by the student at any point after the student has undertaken the assessment. However, claims that are made after the results are published or following the Assessment Board will not be considered and the student must use the Appeals Procedure (Academic Appeals).</p>
Self - Certification	<p>When a student deems themselves unfit to sit an assessment without the need of further evidence following a mitigating circumstance of less than 7 calendar days which includes the assessment deadline.</p> <p>Students are trusted to self-certify accurately and honestly, and there is no need to provide further evidence (e.g. a medical certificate). The provision of false information will be regarded as a disciplinary offence by the Institute.</p>

## **1. Introduction**

1.1 Metanoia Institute wishes to be fair to all its students and recognises that there may be significant factors which can have an adverse effect on students' performance in assessments. Claims for mitigating circumstances are managed and considered in accordance with the Assessment Regulations (Section D8).

“Personal circumstances which have affected a student's performance in an assessment and are brought to the attention of the Assessment Board when considering academic performance. An application for mitigating circumstances will only be considered if the circumstances meet the following criteria: The circumstances are unforeseen, exceptional; they are outside of the control of the student; and documentary evidence/supporting statement is provided.”

- a. All students have a responsibility to manage their learning during their registration at the Institute and may be required to complete and submit, or sit, a wide range of assessments. It is therefore essential that students manage their workload efficiently so as not to struggle to meet deadlines or miss them.
- b. However, the Institute recognises that there may be times when serious adverse factors, beyond their direct control, prevent students from completing work to a deadline, or to their customary standard of achievement.
- c. For this reason, the Institute encourages students with mitigating circumstances to inform the Institute by completing the appropriate form via My Registry, and to request deferral of an assessment or an interruption of study.
- d. This policy is not intended for students who have a disability or an ongoing medical condition. If a student has a disability or ongoing medical condition, the student should contact the Institute's Wellbeing and Disability team in order for a Learning Support Plan (LSP) to be put in place. However, a disabled student may need to request a deferral or extension if, for example, they experience an acute episode or worsening of their condition which means that the reasonable adjustments in place are no longer sufficient.
- e. No guarantee can be given that, following deferral of assessment or reassessment beyond the next available opportunity, the module content and form of assessment will remain unchanged.
- f. Normally, deferred assessment or reassessment will not be permitted beyond two years following commencement of study for the module (normally the fourth opportunity for assessment of the module component).
- g. A student cannot appeal the decision of a mitigating circumstances panel on whether or not to accept a claim of mitigating circumstances. A student can use the procedures set out in Section G Academic Appeals following publication of results.

## **2. Aims and Purpose**

2.1 This policy is designed to support students whose learning has been adversely affected by mitigating circumstances and its aims are to:

- a) ensure fair and equal treatment of all students when considering their mitigating circumstances and determining how best to support them;

- a) make clear the types of adverse factors that the Institute shall consider as mitigating circumstances (Table A) and those it won't (Table B);
- b) create a culture of enhancement seeking to learn from mitigating circumstances and improve the student experience including through appropriate training for decision-makers;
- c) ensure clarity in language and process;
- d) uphold fairness, consistency, and natural justice in the treatment of the student body as a whole, as well as for particular individuals including by:
  - i. ensuring decisions are taken by those without conflicts of interest;
  - ii. ensuring that students are neither disadvantaged nor overly advantaged as a result of the process.
- e) maintain awareness through collaboration with support services (academic and welfare), targeted local campaigns, and visible and accessible central information highlighted to students at relevant key points in the academic year.

### 3. Principles

3.1 The following principles underpin Metanoia's approach to mitigating circumstances (Regulation D8.2):

- a) All students should have a fair opportunity to show they can meet the required standards and be assessed on equal terms.
- b) All work submitted by students for assessment shall be graded on its merits without consideration of any mitigating circumstances known to the marker. Mitigating circumstances will not be used by Programme Assessment Boards to alter the grades of students.
- c) Students who, due to unforeseen circumstances, are unable to meet the deadline for individual written assignments may submit up to 24 hours after the deadline without any claim for mitigating circumstances required. This is known as **Late Submission**. The grade for the component of work submitted will be reduced by the equivalent of 10% (or less where this would reduce a pass grade below the pass mark). Students should take into consideration the impact this will have on their deadline schedule and their final grades before selecting this option.
- d) Students must submit a claim for mitigating circumstances with evidence, by the specified deadline as per the published guidance. Mitigating Circumstances submitted after the deadline specified should normally be considered only if the student was unable or, for valid reasons, unwilling, to disclose them before the deadline and submits documentary evidence to support this.
- e) Mitigating circumstances will be considered by Panels, or their delegated nominees, convened on behalf of Assessment Boards who may make a decision based on the published guidance. The Panel are aware that all students come under pressure at times. The Panel does not therefore normally give weight to events that could have been anticipated.
- f) The outcomes of the mitigating circumstances panel, which may include deferral of assessment to the next opportunity or that MC's will be noted for the board, will be provided to Programme Assessment Boards to support their decision making:

- i. in considering a student's progression by
    - a. allowing extra compensation, or
    - b. permission to repeat a full year
  - l. in determining the classification for a qualification where the student is borderline or there are conflicting classifications in the profiles of grades
  - ll. consideration for an aegrotat award.
- g) Normally mitigating circumstances shall not be taken into account where the circumstances have already been allowed for (for example, by special assessment arrangements, see Regulation H7 (e)). Special assessment arrangements should be agreed at enrolment in cases of known disability and in any case agreed with the student before an examination period begins.

#### 4. Procedures

##### 4.1 Student Responsibility

4.1.1 It is each student's personal responsibility to undertake the required assessments for their programme of study at the required time. Failure to take a required assessment will result in the assessment being regarded as an attempt with a recorded FAIL mark of 20 **unless:**

- a) these procedures are followed **and**
- b) the claim of mitigating circumstances is accepted by the mitigating circumstances panel or delegated nominee.

4.1.2 A late submission (individual written assignments only) of up to 24 hours due to unforeseen circumstances does not require an application of Mitigating Circumstances to be made, but the grade of the component will be reduced by the equivalent of 10% (or less where this would reduce a pass grade below the pass mark).

4.1.3 To request a deferral of assessment to the next opportunity it is a student's responsibility to complete a mitigating circumstances form (available on My Registry), detailing any circumstances which may affect their ability to meet their programme commitments (assessment deadline/s).

4.1.4 The Institute expects students to decide if they are too ill or otherwise affected by mitigating circumstances to take an assessment. Students may seek advice from staff, but such advice should be limited to the procedures to be followed and where to find the guidance available. It must place the onus clearly on the student to make the final decision. Staff should also avoid attempting to judge the likely outcome of a claim submitted under this procedure to a mitigating circumstances panel.

4.1.5 Students should note that they must provide valid evidence, a description of the impact on their assessment, including timeframe, confirmation of any previous requests or any ongoing issues, and specify what the preferred outcome is thus taking responsibility for the management of their mitigating circumstances claim.

##### Students with on-going conditions or disabilities

4.1.6 Students who have a disability or an ongoing medical condition may declare this to the Institute at any point either prior to their admission to the Institute or during their studies. If a disability or ongoing medical condition has been declared to the Institute, the student should contact the Institute's Wellbeing and Disability Team for a Learning Support Plan (LSP) to be put in place. The LSP will set out the reasonable additional support or facilities that will be put in place by the Institute to support that student's learning and assessment. It is the student's responsibility to make arrangements for an LSP to be agreed in order for reasonable adjustments to be put in place. This may include the option to take a 5 calendar

days Late Submission on individual written coursework without having a grade reduction.

- 4.1.7 Where disability-related support-needs arise after initial admission to a programme, the Institute can provide support and guidance to enable students to undertake their programme of study. Where the condition has an immediate impact on assessment activity, the mitigating circumstances procedures can be used for these assessments up until the point that the appropriate support has been put in place. This may include the necessity of the student taking an interruption of study. The student should normally be involved in any discussions relating to this.
- 4.1.8 Once the condition or disability is declared and the appropriate support has been put in place, it is not covered by the mitigating circumstances procedures. However, fluctuations in a student's disability or any unexpected issues that have arisen for the student around their disability-related support are included.
- 4.1.9 Students with disabilities, who are considering applying for mitigating circumstances, or for an extension to an assessment deadline, should note that support is available to them via the Institute's Wellbeing and Disability Team.
- 4.1.10 It is not normally possible to consider mitigating circumstances claims from students once an assessment has been undertaken (retrospective mitigating circumstances) on the basis of a subsequent diagnosis of a disability or specific learning difference.

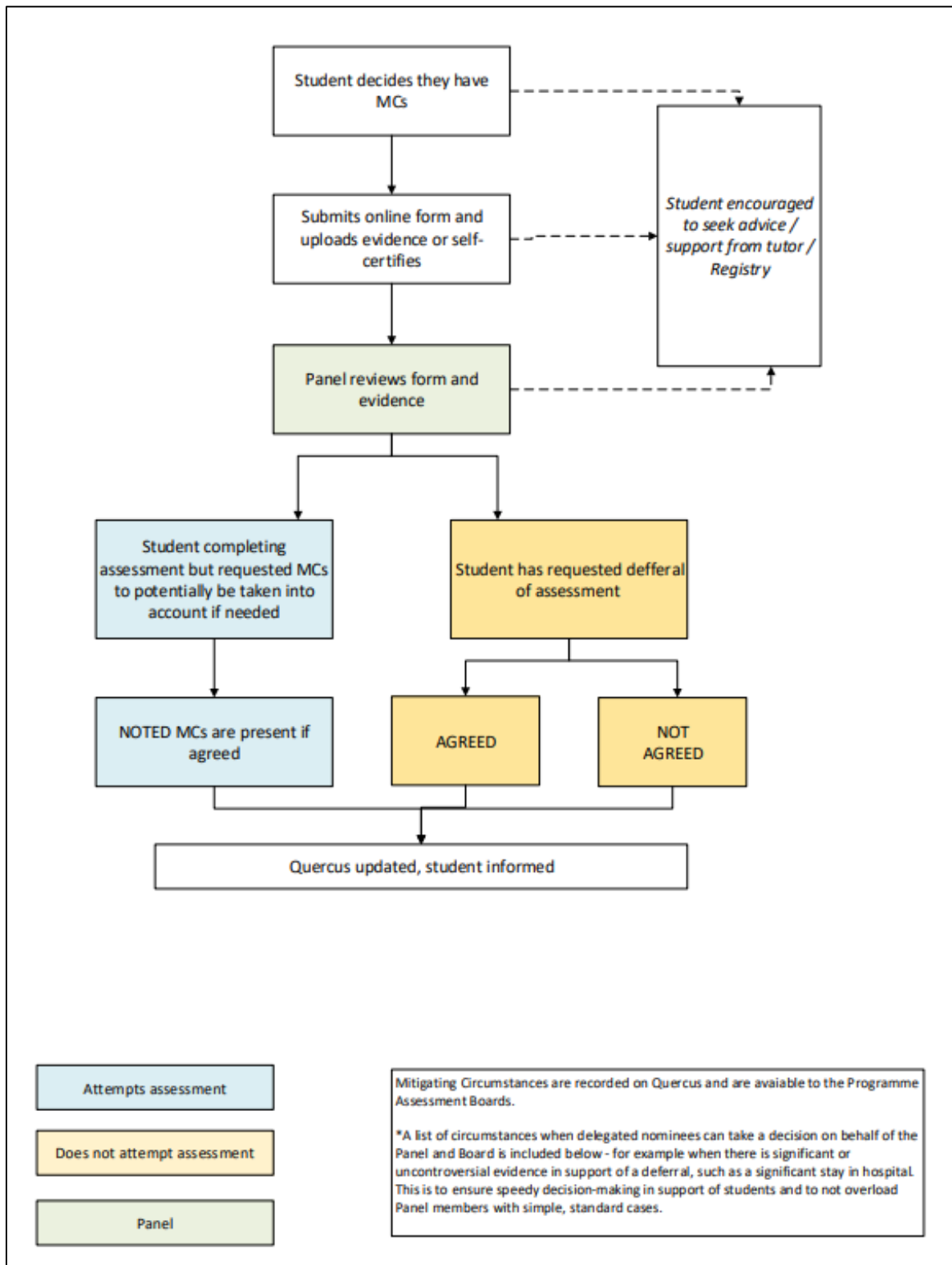
#### Confidentiality

- 4.1.11 Metanoia Institute is committed to complying fully with data protection legislation in its handling of personal data and will treat all claims for mitigating circumstances with confidentiality. Disclosure of information will be restricted to those parties involved in the consideration and administration of mitigating circumstances claims. If a student wishes to make a request for a specific element of their mitigating circumstances claim to remain confidential, this should be indicated on the mitigating circumstances claim form along with a brief rationale so that this can be considered by the panel, or delegated nominee.
- 4.1.12 There are circumstances where the Institute's commitment to confidentiality is overridden by other considerations. These are:
  - i. When a student's health and safety, or that of others, is considered to be at risk.
  - ii. When a student is considered to be at serious risk of abuse or exploitation.
  - iii. When disclosure is required by law.
  - iv. When a student's current behaviour or health requirements compromise the Institute's responsibilities to outside agencies, including practice placements and partner institutions.
  - v. When a student's current behaviour or health requirements compromise the Institutes' responsibilities to other students to the extent that those other students are being adversely affected to the serious detriment of their academic progress.

## Mitigating Circumstances procedures

The possible outcomes of the extenuating circumstances claim:

- deferral of assessment to the next opportunity OR;
- mitigating circumstances noted for the consideration of the Assessment Board



#### Purpose of the Procedures

- 4.1.13 The procedures are designed to ensure that the Institute is fair and consistent in its treatment of all students undertaking assessments. The Institute cannot make an academic judgement on the extent to which any mitigating circumstances might have affected a student's performance nor excuse a student from the requirement to complete an assessment. If a student's mitigating circumstances claim is accepted by the mitigating circumstances panel or nominee, they may consider providing an additional opportunity to complete the assessment without increasing the record of assessment attempts or capping the mark achieved or make a note of the circumstances to the Assessment Board to aid decision making for progression and finalist students.

#### Procedure for Making a Mitigating Circumstances Claim

- 4.1.14 Students who wish to make a claim for mitigating circumstances must submit a mitigating circumstance claim form (via My Registry) and supporting evidence as soon as they are aware of the mitigating circumstance and by the deadline date for the assessment, as specified by the Module Tutor.
- 4.1.15 The Institute recognises that there are occasions when students are too ill or otherwise affected by mitigating circumstances to take an assessment. However, it needs to separate these legitimate claims from those made by students who take an assessment and feel that they may have performed badly and then submit retrospective claims to justify their disappointing results. Therefore, late claims will not be accepted unless there is evidence to show that the student was prevented from submitting their claim by the required date e.g. the student was seriously ill in hospital/or experienced a sudden onset of clinically diagnosed mental illness. Any claims that are made after the results are released or following the Assessment Board will not be considered and the student must use the Appeals Procedure.
- 4.1.16 The Institute will not<sup>1</sup> accept mitigation claims relating to an examination or other assessment event such as a presentation if the student attended the assessment event unless they were taken ill during the event. In this case, a claim must still be made by the student, but corroboration will need to be provided by the academic staff responsible for the assessment event.
- 4.1.17 The Institute will not<sup>2</sup> normally accept mitigation claims once an assignment has been submitted by the agreed deadline. In these cases, the Institute assumes that students have judged themselves fit to undertake the assessment and so no concurrent or subsequent claim for mitigation relating to the assessment will be accepted.

#### Submission deadline of Mitigating Circumstances Form

- 4.1.18 A mitigating circumstances application must be submitted by the assessment deadline.
- 4.1.19 If a student does not submit a claim by the published deadline, evidence must be provided which justifies the reason for not meeting the deadline, in addition to evidence for the claim. The Institute expects all retrospective and late claims for mitigating circumstances to be supported by independent, contemporaneous, and explicit corroboration from an independent 3rd party that demonstrates why it would have been impossible for the student to have submitted a claim by the deadline published. The burden of proof to support a

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<sup>1</sup> The Institute may waive these restrictions in the case of a student with evidence of having experienced a period of extreme stress or a certified illness that would have meant that the student would have been unable to exercise the rational judgement necessary at the appropriate time to deem themselves unfit to undertake assessments; and where this is explicitly confirmed by a registered GP or practitioner suitably qualified to make this judgement.

<sup>2</sup> See footnote 1 above

claim under this policy lies with the student at all times.

#### Evidence

- 4.1.20 Except in cases of self-certification, students are required to provide supporting evidence/statement from an independent third party to support their claim. Students must authorise the Institute to seek verification of the evidence under the Data Protection Act 2018.
- 4.1.21 Evidence provided in a language other than English must be accompanied by an independent professional translation.
- 4.1.22 Examples of evidence that is normally acceptable or not acceptable are provided as a guide for students and staff at the end of this policy.
- 4.1.23 The Institute cannot investigate every claim made under these procedures and it has to trust the honesty and integrity of its student body. However, it reserves the right to audit such claims and to treat any fraudulent or misleading submissions under the Academic Integrity and Misconduct procedure or the Student Discipline Procedure. This may result in the termination of registration with no opportunity to complete the programme at the Institute

#### Supporting Evidence and Self-Certification

- 4.1.24 An illness or situation lasting more than 7 days should be supported by independent, contemporaneous, and explicit corroboration from a registered GP, hospital or other medical practitioner or independent 3<sup>rd</sup> party. Where such evidence is submitted to support a claim, the Institute reserves the right to verify these claims. However, the Institute will not contact medical practitioners to generally discuss a student's medical circumstances. The burden of proof to support a claim under this policy lies with the student at all times.
- 4.1.25 The Institute allows a student to self-certify for no more than 7-calendar days if this period of time **affects assessment** deadlines. When self-certifying, the claim must be received within 7 days from the date the mitigating circumstance arose and must include the submission deadline. Students are trusted to self-certify accurately and honestly. The provision of false information will be regarded as a disciplinary offence by the Institute.

#### Consideration of Mitigation Claims

- 4.1.26 The Mitigating Circumstances Panel may nominate members of staff to be authorised to take decisions on routine mitigating circumstances claims. These staff will normally be a trained Registry Officer. This nomination must be ratified by the Academic Registrar.
- 4.1.27 Authorised staff may agree mitigating circumstances under all of the following criteria:
- i. the claim is provided by the deadlines set by the Institute,
  - ii. the claim is for one of the acceptable reasons for mitigation,
  - iii. there is relevant evidence provided with the claim, including to support a late claim
  - iv. the evidence relates to the period of time in which the assessment task or event took place.
- 4.1.28 Authorised staff may reject a claim for mitigating circumstances under one or more of the following criteria:
- i. the claim is for one of the unacceptable reasons for mitigation,
  - ii. the claim lacks supporting evidence,
  - iii. the supporting evidence does not cover the time period in which the

- assessment activity was set,
- iv. the claim has been made late, with no evidence of prevention of timely submission

4.1.29 All other cases will be considered by the mitigating circumstances panel.

4.1.30 If authorized staff consider the information provided by the student requires intervention by the Wellbeing and Disability Team or Programme Team, the referral is on the basis of consent provided by the student when completing the mitigating circumstances form.

#### Mitigating Circumstances Panels

4.1.31 A panel to consider mitigating circumstances claims will be convened on a regular basis. It will comprise a minimum of two trained members of staff, one of whom will be designated as chair of the panel, and an officer (Registry Officer)). Chairs of panels will be chosen from a trained group of staff designated for this purpose by the Associate Directors of Education and will be independent, i.e. will not be directly associated with the student's learning and teaching. Staff who have a personal or professional conflict of interest with any student being considered at a particular meeting must withdraw from the meeting for discussions on that student.

Claims will be considered by a panel (if one or more of the below is apparent):

- where the evidence does not fully support the reason for the claim; OR
- where the reason is contentious with regard to impacting academic performance; OR
- where the claim may have implications for progression on professional programmes; OR
- where there is need for further review of a claim and evidence to make a decision.

4.1.32 The panels will be scheduled, organised, and officered by Registry.

4.1.33 The functions of the mitigating circumstances panel are:

- i. to establish that the evidence is valid, i.e. authentic and appropriate and that it relates to the assessment in question and that it has been submitted by the required date;
- ii. to review mitigating circumstances claims, and evidence and communicate decisions made to the Assessment Board;
- iii. to consider whether a reference to the Fitness to Practise or Fitness to Study procedure is appropriate;
- iv. to receive a regular report of the claims processed by authorised staff and to report to the Assessment Board the decisions of all claims processed;
- v. to make recommendations to the Academic Registrar for improvements to the effectiveness and efficiency of the procedure.

4.1.34 Mitigating Circumstances Panels will meet at least monthly. A schedule of dates will be published annually.

#### **Outcomes of Mitigating Circumstances Claims**

4.1.35 Staff responsible for considering applications shall come to one of the following decisions and inform the student accordingly:

#### Mitigating circumstances claim for MCs to be noted confirmed

4.1.36 Where students have submitted assessments but have made a claim for mitigating circumstances to be noted, staff shall confirm that these have been recognised and advise whether further action should be taken. This might include advising the student to request

extension/deferrals, interruption of studies and/or seek advice from student support services about establishing a reasonable adjustment plan or other support. A note will be held in Quercus. The details will be available at the Programme Assessment Board should they be required.

#### Mitigating circumstances request for a deferral claim accepted

- 4.1.37 If the claim for a deferred assessment attempt is accepted, the Panel or delegated nominee will notify the student and the Module Tutor. It is the student's responsibility to check the exact details of the new submission date on Moodle or with the Module Tutor. A record on Quercus will be made and the student will be presented at the next appropriate assessment board.

#### Mitigating circumstances claim rejected

- 4.1.38 The grounds for rejection (non-submission of evidence; grounds not established or insufficient evidence; deadline for submission of form not met) shall be specified in a notification to the student.
- 4.1.39 A note of the rejected claim will be recorded in Quercus and any failure to submit will be recorded as a failed attempt with a mark of 20 against the relevant assessment.

#### Late submission of assessment

- 4.1.40 If a student is unable to submit an **independent written assignment** by the deadline due to unforeseen circumstances, they may submit up to 24 hours later. The grade for this component will be reduced by the equivalent of 10% (or less where this would reduce a pass grade below 50%).

**THIS ONLY APPLIES TO INDIVIDUAL ASSESSMENT SUBMISSIONS SUBMITTED VIA TURNITIN** (late submission is not available to presentations, vivas, group work, portfolios, and some other assessments)

- 4.1.41 Any work that is submitted after the assessment deadline, or an agreed deferred assessment date will be considered a non-submission and will receive a mark of 20, unless there has been a subsequent successful claim for extenuating circumstances.

#### Record keeping

- 4.1.42 Academic Registry will keep records for five years of decisions on all mitigating circumstances claims considered.

#### Annual Review

- 4.1.43 Academic Registry will annually review outcomes of mitigating circumstances claims against a set of areas agreed by the Academic Registrar and report any concerns. Difficult judgements made by panels will be reported to the Academic Registrar so that the operation of the procedures can be monitored, and case law may be established.

#### Appeals

- 4.1.44 A student cannot appeal the decision of a mitigating circumstances panel on whether or not to accept a claim of mitigating circumstances.
- 4.1.45 A student can use the procedures set out in Regulations Section G Academic Appeals Policy to request a review of the decision of the Assessment Board if there is evidence that the procedures for the mitigating circumstances panel and/or consideration of its recommendation to the Assessment Board were not followed following publication of Programme Assessment Board decisions.

#### Mitigating circumstances and interruption of studies

- 4.1.46 If a student is submitting repeated or multiple mitigating circumstances claims, or the student

approaches a staff member about circumstances that are having a significant impact on their ability to engage with their studies, the staff member should endeavour to discuss the situation with the student, to ascertain whether an interruption of studies would be a more suitable solution for the student (see Regulations C4). The staff member or the student could also contact the Wellbeing and Disability Team for further advice if the repeated or multiple claims related to an undeclared condition or disability. If an interruption of studies is pursued, the student should also provide evidence of mitigating circumstances to support their need to interrupt their studies.

Designated submission points for mitigating circumstances claims

- 4.1.47 Electronic submissions must be made via My Registry.
- 4.1.48 Exceptionally, hard copy submissions of mitigating circumstances forms and supporting evidence may be submitted to Registry@metanoia.ac.uk only where the student is unable to access My Registry.
- 4.1.49 In all cases students must retain proof that their mitigating circumstances application has been successfully submitted and always keep a copy.

**TABLE A**Examples of Valid Mitigating Circumstances and evidence required

Listed below are examples that the Institute would normally regard as mitigating circumstances that could have seriously affected performance and/or attendance. This list is not exhaustive and where the Institute deems that a student's application falls within the above definition, it shall be treated under this policy.

Normally acceptable	Suggested Sources of Evidence	Notes
1. Illness (more than 7 calendar days), accident or severe trauma, or an unexpected deterioration in an ongoing illness or chronic medical condition	Certification of illness or serious accident of the student. It is recognised that it can be difficult to get timely verification from hospitals, but you should submit your claim, pending receipt of evidence.	Evidence to show that reason occurs at the time of an assessment. Certification must be current, and not produced retrospectively.
2. An unpredictable deterioration in an ongoing illness or an unexpected issue impacting on completion of assessments because of a disability or health condition	Medical certification or independent verification	the Institutes 's Wellbeing and Disability Team should be consulted as appropriate.
3. Recent death (< 3 month) of someone close	Death certificate or evidence from a religious leader supporting the student  A letter from an independent therapist will be accepted if produced on letterhead and signed  (see point 4 for long term bereavement)	"Close" can refer to parents (and guardians), children and siblings, a spouse/partner and it may include friends, in-laws, grandparents and grandchildren and companion animals if it can be shown that the relationship was close.
4. Serious levels of prolonged trauma, stress or anxiety	Evidence from GP, Medical practitioner, or counsellor	Could be caused by long term effects of bereavement or diagnosed conditions.
5. Unforeseen accident/serious illness of a close relative	Medical certification	Could include sudden deterioration of an ongoing illness.
6. A significant change to the condition or circumstance of someone for whom the student has a caring responsibility	Relevant medical certification or evidence from social services	Illness or other event that precipitates more care required by the student just before or on the deadline/exam.

7. Serious personal disruption	Independent verification such as supporting third-party evidence	Fire, burglary, requirement to appear in Court etc. relevant to the date of the assessment event or the period leading up to it. Travel problems are not normally accepted as students are expected to plan ahead.
8. Significant change of employment circumstances	Employer letter providing evidence	NB: THIS IS NOT NORMALLY VALID FOR FULL TIME STUDENTS
9. Evidence of a declared disability that is provided too late to be taken into account in the deadline for assessment	Corroboration from a Wellbeing and Disability Team member	If there is a delay to assessment and/or diagnosis of a disability due to no fault of the student
10. Religious Observance impact on scheduled examinations	A letter from a religious leader explaining the nature of the obligation and the way in which it impacts on the student	Arrangements will only be made for religious days of obligations where it is prohibited to partake in examination activity.
11. A life changing situation has caused mass disruption, stress or delay to studying, for example, pregnancy and/or giving birth	Confirmation of the birth, i.e. birth certificate	Giving birth, illness and/or complications during pregnancy or unforeseen caring responsibilities may be considered with supporting evidence. Interruption of studies may be considered.  See Maternity/Parental Leave Policy for Students

## TABLE B

### Examples of invalid Mitigating Circumstances

The following is a non-exhaustive list of circumstances unlikely to be regarded as falling within the relevant definition and is unlikely to be accepted as mitigating circumstances.

Not normally acceptable	Examples
1. Alleged medical conditions (lasting more than 7 calendar days) without supporting evidence	Claims will not be accepted without appropriate medical evidence.
2. Alleged medical conditions (lasting more than 7 calendar days) without contemporaneous evidence or sufficiently detailed subsequent evidence	If a student does not consult a medical practitioner at the time of the illness (lasting more than 7 calendar days), it is not acceptable for a student to obtain generic corroborative medical statements at a later date. A letter from a medical practitioner stating, for example, “the student informs me that he/she was unwell during...” will not be deemed acceptable supporting evidence.
3. Social activities	Hectic social life, parties, visits by/to friends, sporting fixtures.

4. Temporary self-induced conditions	Hangovers, drug taking (unless possibly for a registered medical user influenced by the medical treatment involved including prescribed medication for certain conditions where it is known that there may be adverse reactions e.g. drowsiness.)
5. Minor ailment and associated responsibilities	Coughs, colds, sore throats, sprains (other than in the writing hand/arm). Accidents/illness affecting relatives or friends unless serious or the student is the sole carer.
6. Examination stress	Examination stress or stress in practice placement will not, by itself, be considered as a mitigating circumstance.
7. Domestic or personal disruptions which could have been anticipated or planned	Moving house, holidays, weddings, or other events where the student either has control over the date or may choose not to participate. Change of job or "normal" job pressure (exceptional crises at work might be acceptable), failed travel arrangements, illness of pets, oversleeping, misreading examinations timetable or other assessment details, poor time management.
8. Study-related	Computer difficulties, losing work not backed up on computer disk or cloud services, deadline congestion, examination congestion, missing books, examination rescheduling, late distribution of materials by the Faculty, delays in printing, photocopying, and/or binding of assessed work.
9. Examination/Viva conditions	Disruption in the examination room: poor lighting, ventilation or heating, excessive noise, illness or behaviour of other students, noise from invigilators. Normally such conditions will have been reported by the invigilators, who will pass reports on to the Faculty.

## Annexe 1

### Mitigating Circumstances Panel

Claims will be considered by a panel (if one or more of the below is apparent):

- where the evidence does not fully support the reason for the claim; OR
- where the reason is contentious with regard to impacting academic performance; OR
- where the claim may have implications for progression on professional programmes; OR
- where there is need for further review of a claim and evidence to make a decision

#### Membership

The panel will comprise a minimum of two trained members of staff, one of whom will be designated as chair of the panel, and a Registry Officer). Chairs of panels will be chosen from a trained group of staff designated for this purpose by the Associate Directors of Education and will be independent, i.e. will not be directly associated with the student's learning and teaching. Staff who have a personal or professional conflict of interest with any student being considered at a particular meeting must withdraw from the meeting for discussions on that student.

#### Terms of reference

To determine outcomes of mitigating circumstances claims in line with the agreed Metanoia Institute mitigating circumstances policy and procedures.

1. to establish that the evidence is valid, i.e. authentic and appropriate and that it relates to the assessment in question and that it has been submitted by the required date;
2. To review mitigating circumstances claims and evidence and communicate decisions made to the Assessment Board.
3. To consider whether a reference to the Fitness to Practise or Fitness to Study procedure is appropriate.
4. To receive a regular report of the claims processed by authorised staff and to report to the assessment board the decisions of all claims processed.
5. To make recommendations to the Academic Registrar for improvements to the effectiveness and efficiency of the procedure.

#### Paperwork

Cover sheet: to include Student Number, Student profile, date of panel, outcome of claim  
mitigating circumstances claim form: to include evidence and desired outcome

#### Meetings

The mitigating circumstances panel will normally convene at least monthly from October to April and more frequently thereafter, with additional meetings as necessary. A schedule of dates will be published on My Registry.

Students will be notified of the outcome via their Metanoia Institute email address and the Module Tutor will be copied (by email) into the communication to the student.