



# **MITIGATING CIRCUMSTANCES POLICY**

**September 2023**

**Version 1.1**

**Approved by the Board of Governors**

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## 1. INTRODUCTION

- 1.1 The UK Business College (UKBC) is committed to providing a full and efficient education to all pupils and embraces the concept of equal opportunities for all.
- 1.2 We will endeavour to provide an environment where all pupils feel valued and welcomed.
- 1.3 This policy will contain within it, the procedures that the college will use to manage mitigating circumstances.

## 2. DEFINITION

- 2.1 Mitigating circumstances are formally defined as "circumstances beyond the student's control which have an impact on their assessed work". Mitigating circumstances can fall into the following categories:
  - Circumstances which cause the student to perform less well in the assessment;
  - Circumstances which cause the student to miss an assessment event or not to submit an assessment;
  - Circumstances where the student is unable to submit the coursework by the deadline or to attend a summative assessment event.
- 2.2 In general, mitigating circumstances will be of a medical or personal nature affecting the student for any significant period of time and/or on the day of the assessment event, or immediately preceding the time of the deadline.
- 2.3 This procedure applies to all students studying on taught programme of study at UK Business College.
- 2.4 This document describes the institution-wide process for the management of mitigating circumstances for students on taught programmes at UK Business College.
- 2.5 This policy operates within the context of the Learning Partnership Agreement with the Awarding Body, Pearson.

### **3. PROCEDURES FOR NOTIFICATION OF MITIGATING CIRCUMSTANCES**

- 3.1 It is the student's responsibility to inform the College of any circumstances that they feel may have affected their assessed work or examinations by submitting a Mitigating Circumstances Form (Appendix - A).
- 3.2 Students are invited to make a statement on their Mitigating Circumstances Form regarding what they consider to be the material effect their mitigating circumstances may have had on their results, on their ability to undertake the assessment or on their ability to meet the deadline.
- 3.3 Students are required to submit documentary evidence to support their claim. The claim will not be admissible without adequate evidence.
- 3.4 The Mitigating Circumstances Form must be completed and returned to the Student Support Team along with supporting evidence which will be forwarded to the Registry Department.
- 3.5 The Registry Department will complete the Application for Special Consideration (Appendix - B) provided by Pearson and email the relevant documents to Pearson.

### **4. MITIGATING CIRCUMSTANCES PANEL**

- 4.1 All applications for Mitigating Circumstances will be considered by the Pearson's Mitigating Circumstances Panel. The panel considers mitigating circumstances claims for all taught students in relation to:
  - Late submission of coursework
  - Mitigating circumstances claims for exam absence, non-submission and/or completion of assessment.
- 4.2 The Mitigating Circumstance Panel must try to determine whether and to what extent, mitigating circumstances have affected academic performance and what action, if any, should be taken. The panel will normally take into account the following:
  - The severity of the circumstances;
  - The date of the assessment;
  - The nature of the assessment (for example practical, oral presentation); and
  - Any supporting documentary evidence.

4.3 The panel may defer a decision on an application where insufficient evidence has been provided.

4.4 It is not possible to list every circumstance that the panel would not accept or take into account. However, some of the more obvious examples are listed below:

- General pressure of work is not taken to be circumstances beyond a student's control, as they are expected to plan their work schedule;
- A short-term problem or illness which has occurred during the year and which is not deemed to have had an overall effect on performance;
- Personal disruptions or events which could have been anticipated; such as holidays, weddings, changing address or employment, religious holidays or festivals which are usually known in advance;
- Excessive demands on time or pressure of one's employment, which could have been anticipated;
- Financial constraints commonly experienced by students;
- Missing an examination because of misreading the timetable;
- Having more than one examination on the same day or on consecutive days (unless the student was already suffering from illness or injury);
- Problems with the teaching timetable where a student has not taken the necessary action to ensure appropriate unit choices are made.

4.5 The decision of the panel will be promptly communicated to the student.

4.6 Should the panel accept the mitigating circumstances claim, the student will be given a chance to submit their work in the re-assessment round and the marks will be kept un-capped.

4.7 Please refer to the Mitigating Circumstance Procedure Flowchart (Appendix C) which describes the summary of the process.

## **5. TIMEFRAME TO SUBMIT THE CLAIM**

5.1 Mitigation claim should ideally be submitted as near the submission deadline as possible. However, late or retrospective claims may be accepted in exceptional circumstances.

5.2 Claims should not be filed so far ahead that it is impossible to gauge how the mitigating factors will affect them.

## **6. APPEAL AGAINST THE DECISION OF THE PANEL**

6.1 The College has the right to appeal if a special consideration application is rejected.

6.2 The College should put this in writing to [edexcelappeals@pearson.com](mailto:edexcelappeals@pearson.com)

## APPENDIX A

### MITIGATING CIRCUMSTANCES FORM



*(This form is to be used by a student wishing to request short term extension to assignment submission deadlines and the other process for mitigating circumstances that have longer term implications or have occurred at or near to the time of submission)*

Student Name		ID Number	
E-mail address (please provide the e-mail address you have registered with UK Business College)		Phone Number	
		Programme of Study	
Name of Assignment / Module	Group	Tutor	Deadline

**Type of mitigating circumstances:**

*(Please tick as appropriate)*

Mitigating Circumstances occurring at or near to the submission deadline

Mitigating Circumstances claim for longer term implications

**Reason for the request for an extension**

*(Please give full details for your request – use the reverse of this form if necessary)*



**NO APPLICATION WILL BE CONSIDERED WITHOUT APPROPRIATE EVIDENCE**

*Additional evidence supplied (attach to this form)*

**Student Signature .....**

**Date.....**

<b>This box for Office Use Only</b>	
<b>Student Attendance (current semester)</b>	<b>Has student been given extensions for previous assignments? Yes / No</b>
<b>Decision</b>	
<b>Date student informed</b>	<b>e-mail / text / phone</b>

## APPENDIX B

### APPLICATION FOR SPECIAL CONSIDERATION

#### Application for special consideration

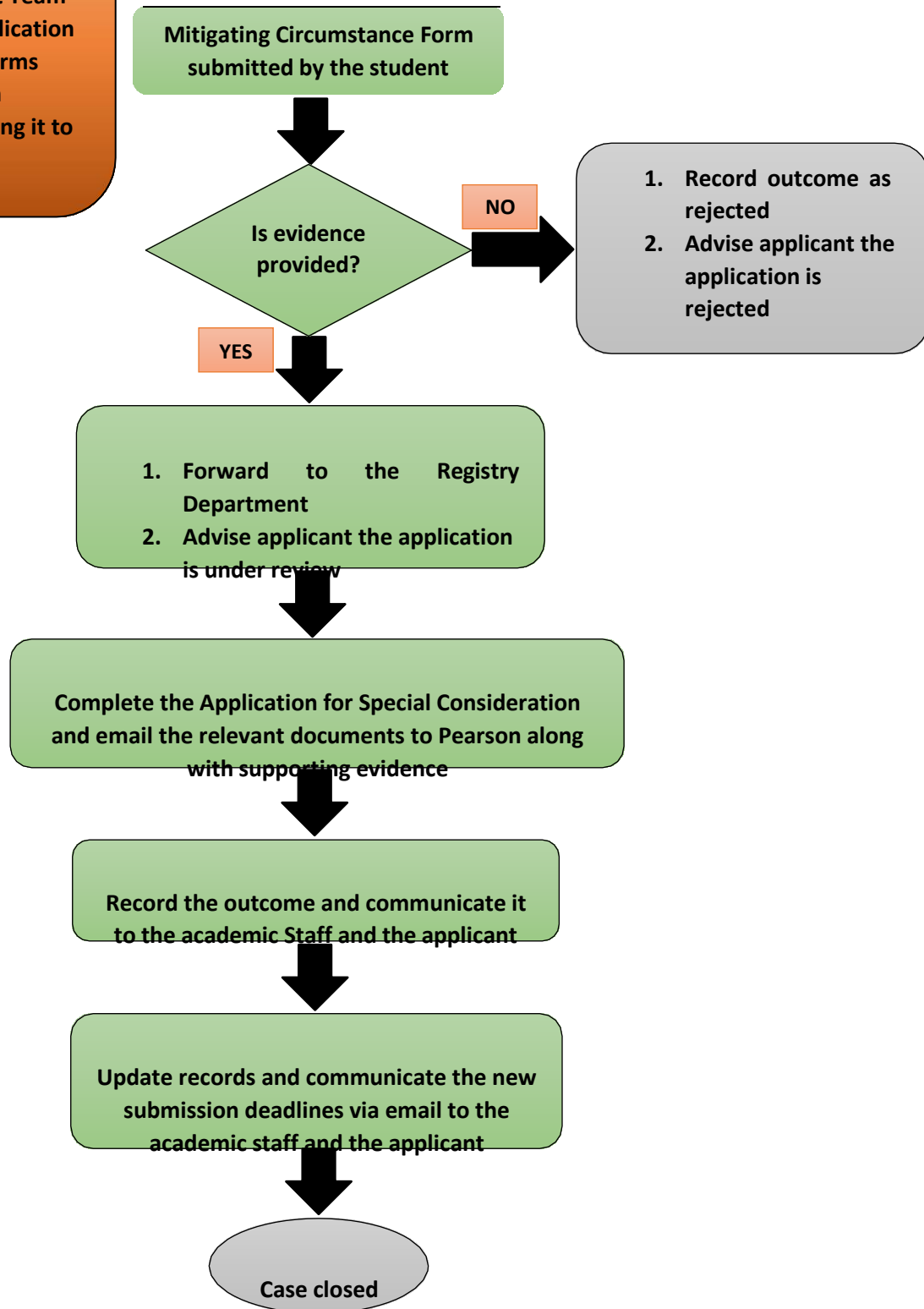
<b>Awarding Body</b>		<b>Examination series</b>					
<b>Centre No</b>		<b>Centre name</b>					
<b>Candidate No</b>		<b>Candidate name</b>					
Examination(s) for which an application is made							
<b>Specification Title</b>	<b>Spec. code</b>	<b>Comp./ Unit code(s)</b>	<b>Date of exam</b>				
<b>Did not sit component</b>	<b>Sat component but disadvantaged</b>						
<b>Date problem began</b> -----	<b>Is problem continuing?</b> <b>Yes</b> <input type="radio"/> <b>No</b> <input type="radio"/>						
<p><b>Summarise adverse circumstances affecting coursework, non-examination assessment or timetabled written examinations. (NB 'See attached' will NOT suffice.)</b></p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>							
Current medical/psychological evidence is attached			<input type="radio"/> <b>Yes</b> <input type="radio"/> <b>No</b>				
For incomplete coursework, non-examination assessment, practical assessments, please indicate the mark awarded and the percentage of work completed. A breakdown of marks <b>must</b> be attached to this form. Centres <b>must not</b> enhance marks themselves.			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Mark</td> <td style="width: 50%; text-align: center;">%</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> </tr> </table>	Mark	%		
Mark	%						
<p><b>Please note components/units taken by the candidate will form the basis of the decision to award special consideration.</b></p>							
<p><b>Declaration:</b> I am satisfied that the information provided is accurate and fully support the application.</p>							
<b>Head of centre/Senior Leader</b>		Date					
Name (Please print)							
Signature							
For office use							

## APPENDIX C

### MITIGATING CIRCUMSTANCES PROCEDURE FLOWCHART

#### NOTE

When mitigating circumstances requests are received, the Student Support Team must acknowledge receipt of application and ensure the accuracy of the forms submitted by students along with supporting evidence before sending it to the Registry Department.



## GLOSSARY

Special Consideration	Is the term used by Pearson for Mitigating Circumstances
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