

University of Worcester

Guidance for medical practitioners supporting a student's request for evidence

This document is designed to give guidance when a University of Worcester student is requesting evidence to help support a claim of physical or mental ill health to present to the university.

University regulations allow a student to submit evidence in the form of a supporting letter or medical certificate in cases where they are applying for mitigating circumstances. Through this process a student can claim for non-submission, late submission or performance affected assessments.

Potential reasons to claim include

Significant illness during an assessment such as an exam or presentation
Significant illness lasting for several days and which is serious enough to prevent a student from making progress with or submitting an assessment

The following are not usually grounds to claim

Illnesses of a mild or short-term nature such as colds, headaches, stomach upsets
A disability or chronic illness does not constitute exceptional mitigating circumstances unless there is medical evidence of a sudden and unforeseen deterioration or a particularly severe episode
Claims relating to 'assessment stress'.
Experiencing an increase in anxiety leading up to and during an assessment(s) is a common experience for many students

What is needed from you?

- 1. Clear information/diagnosis of the nature of the student's ill health (whether physical or mental health)**
- 2. A brief assessment of the impact the ill health is likely to have on the student's ability to study, produce work or attend University (e.g. indicating if the effect is mild, moderate, significant, severe, critical etc.)**
- 3. An indication of the likely duration of the condition (e.g. when it began, whether it's an on-going condition or likely to be time limited, and dates if known)**

Acceptable Evidence

All claims must be supported by appropriate independent documentary evidence which is authentic and timely.

Evidence must be dated and on official, headed paper or have an official stamp or seal of the issuing authority.

- Medical Certificate (obtained at the time of illness)
- Letter from medical practitioner confirming the illness of the student or person which they have a caring responsibility for
- Letter from a counsellor

Unacceptable Evidence

If a student does not consult a medical practitioner at the time of the illness, it is not acceptable for a student to attempt to obtain corroborative medical evidence 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.