

# Guide to Making a Mitigating Circumstances Claim

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## Claim Deadlines

For the majority of courses there are two claims deadlines per year. These are around the end of January for semester 1 claims and end of May for semester 2. The deadline time is usually 3pm.

Some courses have different deadlines so it is important to check on SOLE or [www.worc.ac.uk/registryservices](http://www.worc.ac.uk/registryservices) for the exact date.

## Late Claims

Late claims *may* be accepted. A good claim that is late will not be considered unless you can explain why it is late and even then the claim may not be considered.

It is best to explain what has happened between the claim submission deadline and the date you are actually submitting e.g. have you been in hospital or ill at home. Evidence should cover this period to try and explain the lateness if possible.

## Which Assessments should you Claim For?

Claim for **all** the work that has been affected by your circumstances; assignments, presentations and examinations. You cannot change your mind after the deadline and add more assessment items later.

It is generally better to submit some work late than to non-submit (depending upon personal circumstances). Any mitigating circumstances will never be a reason for academic misconduct or plagiarism, ensure any work you do submit has academic integrity.

## Your Statement - Details of your Circumstances

It is best to fill this section out chronologically i.e. begin when the issues first began.

You will need to cover the time period of when you are completing your work and deadline period; if a deadline is May it is unlikely a situation in March will be considered unless it is ongoing.

The claim is not considered by anyone with medical knowledge. Even if you have a serious medical illness it needs to be explained and importantly explain the effect of the illness on your ability to do your work.

With any personal problem you will need to explain how it has affected your ability to do your work for example you might be tired, anxious, unable to concentrate, have to travel long distances to see family etc. It might feel uncomfortable explaining the issue in detail,

however the better your explanation the more likely your claim will be successful and the information is treated confidentially.

### Evidence

Please see separate guidance for student and medical practitioners regarding acceptable evidence.

### What Happens if a claim is Accepted?

- **Non-submission** - work at the first attempt will be reassessed again as a first attempt and will be uncapped.
- For **reassessment** work you will be given a further attempt at reassessment (the mark will still be capped at the minimum pass grade).
- **Performance affected** - work at the first attempt which failed, or received a lower mark than you would have done under normal circumstances, will be reassessed again as a first attempt and will be uncapped.  
*(You must email [mitcircs@worc.ac.uk](mailto:mitcircs@worc.ac.uk) if you wish to take up reassessment for something you have already passed)*
- For failed **reassessment** work you will be given a further attempt at reassessment (the mark will still be capped at the minimum pass grade).
- **Late submission** – If submitted within 14 days of the deadline date the work will be marked as if on time.

### Help Making Your Claim

For help making a claim or advice on suitable evidence please contact the Academic and Welfare Advisor in the Students' Union.

Email            [suadvice@worc.ac.uk](mailto:suadvice@worc.ac.uk)  
Phone            01905 543210  
Drop in          Students' Union Welcome Desk

