

Guide to Making a Mitigating Circumstances Claim

Claim Deadlines

Claims must be submitted via your SOLE page within seven days of the assessment's submission deadline or date of your exam, but submission of a claim should not be delayed due to evidence not yet being available.

Late Claims

Claims not submitted by 12:00 midnight on the seventh day will be considered 'late claims' which will only be considered if there is a compelling reason for the claim being submitted late e.g. hospitalisation, bereavement of a close relative, severe mental health difficulties

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 to 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** – allows you to not submit work or attend an exam without penalty. E.g. 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** – allows you another reassessment attempt. If the work submitted failed, or received a lower mark than you would have expected under normal circumstances, you will be reassessed again and will be uncapped (as long as the failed attempt was uncapped to begin with)
(You must email 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 by midnight within 7 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.

Online	www.worcsu.com/helpandadvice
Phone	01905 543210
Drop in	Students' Union Welcome Desk

