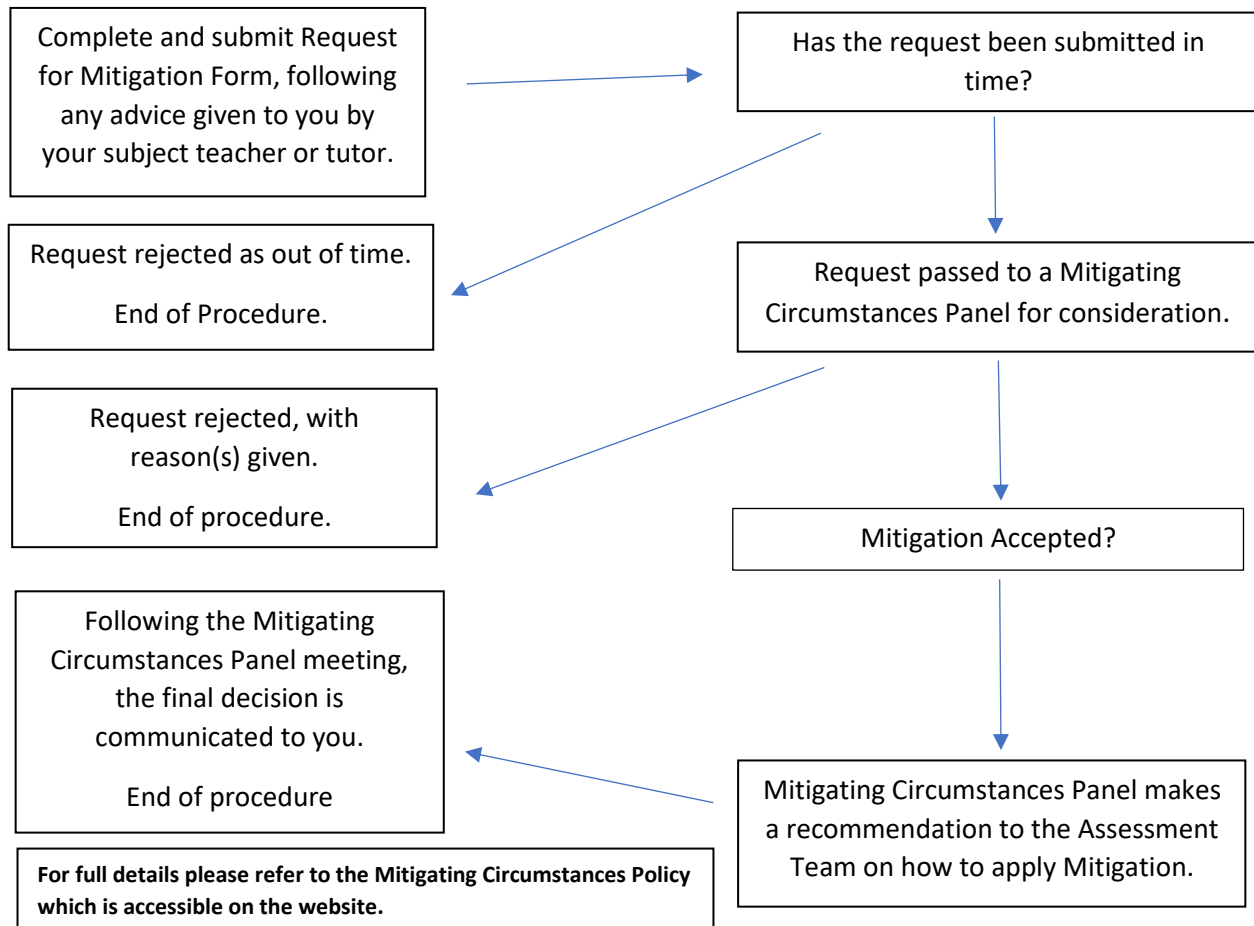


A Basic Guide to Mitigating Circumstances



Important: you should normally provide appropriate independent and time-specific evidence to support your mitigating circumstances request, preferably at the time of submitting the form, or, if not, as soon as possible afterwards. You should also comply with any additional requests made by the teaching team. Students registered with a disability will not usually need to provide further evidence of the disability itself but may need to provide evidence of issues exacerbating it if applicable.

Some points to bear in mind:

- If you think mitigating circumstances might affect your academic performance you should tell your tutor as soon as possible. Mitigating Circumstances applications must be submitted by published deadlines. Your tutor will advise you of these.
- The College defines mitigating circumstances as 'serious or acute problem, or an event beyond a student's control or ability to foresee, which has prevented completion of assessment(s) or attendance at examination(s)'. Events that were planned or could reasonably have been expected, such as holidays or a house move, will not normally be regarded as grounds for mitigation
- Mitigating Circumstances approval never leads to individual assessment marks being changed