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Mitigating Circumstances Policy

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Associated Policy:	• QUA26 Assessment Policy • QUA 28 HE Assessment Policy

1. Aim

1.1. The aim of this policy is to support students who may, for extenuating reasons, be unable to meet assessment deadlines.

1.2. Mitigation is the process by which:
Cambridge Regional College (CRC) makes allowance for any matter or circumstance which may have seriously affected a student's performance in an assessment element(s) (including an element submitted for re-assessment)

2. Scope

2.1. Eligibility

2.1.1. Mitigating circumstances must have seriously adverse effect on the student's performance and have been **unanticipated** and **beyond the student's control**.

2.1.2. The following reasons are considered as **acceptable** grounds for mitigation:

- A serious personal health issue which is not a permanent condition
- The death, or serious illness, of a close family member, a friend or person for whom the student has a responsibility of care
- Sudden and unforeseen circumstances beyond the reasonable control of the student
- Serious complications in pregnancy or maternity.

2.1.3. The following reasons are **not** considered acceptable as grounds for mitigation:

- Minor family issues, work, financial or other general problems.
- Poor awareness of CRC's Student or HE Regulations
- Being unaware of, or misunderstanding, a submission deadline, or the date of the examination
- Computer, printer, data, or any other technical failure for which the student is responsible (students should ensure they keep a back-up copy of their work)
- Planned pregnancy or maternity where there are no complications.

3. Procedure

3.1. Mitigation where a student's assessment may be affected

3.1.1. An issue which emerges during a student's studies may be considered under the mitigation process at the first assessment point after it emerges. Following diagnosis and assessment of the issues CRC makes allowance and in doing so enables the student to be assessed on the same basis as other students.

3.1.2. Mitigation is considered only in sudden or unexpected circumstances. Students are strongly encouraged to disclose recurrent problems affecting their performance in assessment so that CRC can provide appropriate help and/or make allowance or permitted *adaptions* regarding the assessment process. Such recurrent problems, if disclosed by a student, will be considered on a strictly confidential basis. Brief details may be recorded for use by other members of the course team.

3.1.3. Procedures for mitigation vary according to the programme or qualification.

3.1.4. In the case of public examinations and externally assessed components awarding organisation or validating body rules will apply.

3.1.5. CRC will ensure that students are aware of awarding organisation or validating body rules where these are substantially different from this policy.

3.1.6. Applications for mitigation must be submitted by the student or in exceptional circumstances (e.g. when a student is incapacitated) by a Course Leader, Curriculum Head or Student Advisor on behalf of the student as soon as possible, and **no later than five working days** after the submission date of assessed work, or the date on which an examination has been taken, or after the student becomes incapacitated, or for other reasons the student is unable to attend college.

3.1.7. Exceptionally, if the documentary evidence in support of an application cannot be provided by the submission deadline, the application is submitted within the deadline but without the documentary evidence. In such circumstances the evidence must be submitted within a further 10 working days. In exceptional cases a student may request when submitting an application for mitigation, that the Mitigation Panel consider the application. In such cases only the Chair of the CRC Mitigation Panel has access to the detail for the application and submits a recommendation to the Panel for consideration.

3.2. Consideration

3.2.1. Applications for mitigation are considered against two criteria:

- The basis of the application is an acceptable ground for mitigation

And

- The application is supported by documentary evidence (a contact telephone number in the case of close family bereavement) which must accompany the application wherever practical.

Applications for mitigation are considered only if both the above criteria are satisfied.

3.3. For **HE and Access Programmes:** Applications for mitigation are submitted to the Head of HE or designated HE student advisor.

3.4. For **other programmes:** Applications for mitigation are submitted to the Head of Department

3.5. For **all programmes:** Applications for mitigation are considered by the CRC Mitigation Panel without knowledge (whether by staff or students) of any mark attained by students, within the context of the CRC Mitigation Panel, in confidence.

3.6. Consequences

3.6.1 The outcome of a **successful** mitigation application is that:

For assessment mitigation

- Any mark achieved for the relevant element(s) is annulled
- The student is required to take either the assessment or the re-assessment in the mitigated element(s) at a time determined by CRC. In certain circumstances the student may be required to retake the work as a first attempt in order to be assessed in the mitigated element. *[NB to ensure that the formal decision on a*

student's performance for the first and final attempts at the piece of work is made using the appropriate grades for each assessment element and the appropriate point, the various assessment elements for an individual piece of work must remain synchronised. For this reason, assessment in a mitigated assessment element must be completed by the student and considered by the Panel before any re-assessment in another non-mitigated elements(s) can be undertaken].

- The result will not be capped unless it is a further attempt at re-assessment following previous failure
- A student may **not** submit an academic appeal on any ground which has already been considered and rejected by the CRC Mitigation Panel unless additional evidence in support of the original mitigation application is provided for the purpose of the appeal **and** there is valid reason (supported by evidence) why the additional evidence was not submitted with the original mitigation application.

3.6.2 The outcome of an **unsuccessful** mitigation application is that:

Awarding body rules for non-submission/missing a deadline will be followed.

3.7. The Cambridge Regional College Mitigation Panel

The CRC Mitigation Panel is considered as:

3.7.1. For **Access courses**: A subcommittee of the CRC Awards Board with delegated responsibility to consider all applications for mitigation.

3.7.2. For **HE courses**: Head of HE or designated and trained HE Student Advisor.

3.7.3. For **other courses**: A committee drawn from the list below with delegated responsibility to consider all applications for mitigation.

3.7.4. The CRC Mitigation Panel consists of 3 members drawn from:

- Assistant Principal Curriculum
- Curriculum Head of Department
- Student Adviser
- BTEC Lead IV
- Senior Manager

Document history

Date	Issue number	Change/Comments	Date Approved	Approved by
2015	1	Annual Review	02/07/2015	Director of Quality
01/07/2016	2	Minor changes to job titles	26/07/2016	Director of Quality
26/07/2017	3	Annual review		
11/09/2018	3	Minor amendments		AP Quality Improvement
08/01/2020	4	Annual review	08/01/2020	Head of Quality Improvement
11/12/2020	5	Annual review	11/12/2020	Head of Quality Improvement
19/02/2021	6	Annual review, includes reference to validating body, arising due to ARU mitigation policy changes in light of Covid 19 (section 3.14)	19/02/2021	VP Quality Improvement
26/07/2022	6	Annual Review	26/07/2022	Head of Quality
31/08/2023	7	Annual Review – update of job titles	31/08/2023	Director of Quality
09/08/2024	8	Annual Review – removal of linkage to ARU Foundation degree	09/08/2024	Director of Quality
22/11/2024	9	Equality Impact Assessment completed. Sections 2.1.2 and 2.1.3 updated for when mitigation is / is not allowed for pregnancy and maternity.		EIA Working Group
19/08/2025	10	Annual Review	19/08/2025	Director of Quality
24/08/2026	11	Annual Review – addition of 3.6.2, what happens if mitigation request is not accepted.	24/08/2026	Director of Quality

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