



MITIGATING CIRCUMSTANCES POLICY

September 2025

Version 1.1
Approved by the Board of Governors

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1. INTRODUCTION

- 1.1 The Vantage College is committed to providing a full and efficient education to all students and embraces the concept of equal opportunities for all.
- 1.2 We will endeavour to provide an environment where all students feel valued and welcomed.
- 1.3 This policy will contain within it, the procedures that the college will use to manage mitigating circumstances.

2. DEFINITION

2.1 Mitigating circumstances are formally defined as "circumstances beyond the student's control which have an impact on their assessed work". Mitigating circumstances can fall into the following categories:

- Circumstances which cause the student to perform less well in the assessment;
- Circumstances which cause the student to miss an assessment event or not to submit an assessment;
- Circumstances where the student is unable to submit the coursework by the deadline or to attend a summative assessment event.

2.2 In general, mitigating circumstances will be of a medical or personal nature affecting the student for any significant period of time and/or on the day of the assessment event, or immediately preceding the time of the deadline.

2.3 This procedure applies to all students studying on a taught programme of study at Vantage College.

3. PROCEDURES FOR NOTIFICATION OF MITIGATING CIRCUMSTANCES

3.1 It is the student's responsibility to inform the College of any circumstances that they feel may have affected their assessed work or examinations by submitting a Mitigating Circumstances Form (Appendix - A).

3.2 Students are invited to make a statement on their Mitigating Circumstances Form regarding what they consider to be the material effect their mitigating circumstances

may have had on their results, on their ability to undertake the assessment or on their ability to meet the deadline.

3.3 Students are required to submit documentary evidence to support their claim. The claim will not be admissible without adequate evidence.

3.4 The Mitigating Circumstances Form must be completed and returned to the Student Support Team along with supporting evidence which will be forwarded to the Registry Department.

4. MITIGATING CIRCUMSTANCES PANEL

4.1 All applications for Mitigating Circumstances will be considered by the Mitigating Circumstances Panel. The panel considers mitigating circumstances claims for all taught students in relation to:

- Late submission of coursework
- Mitigating circumstances claims for exam absence, non-submission and/or completion of assessment.

4.2 The Mitigating Circumstance Panel must try to determine whether and to what extent, mitigating circumstances have affected academic performance and what action, if any, should be taken. The panel will normally take into account the following:

- The severity of the circumstances;
- The date of the assessment;
- The nature of the assessment (for example practical, oral presentation); and
- Any supporting documentary evidence.
- The panel may defer a decision on an application where insufficient evidence has been provided.

4.3 It is not possible to list every circumstance that the panel would not accept or take into account. However, some of the more obvious examples are listed below:

- General pressure of work is not taken to be circumstances beyond a student's control, as they are expected to plan their work schedule;
- A short-term problem or illness which has occurred during the year and which is not deemed to have had an overall effect on performance;
- Personal disruptions or events which could have been anticipated; such as

holidays, weddings, changing address or employment, religious holidays or festivals which are usually known in advance;

- Excessive demands on time or pressure of one's employment, which could have been anticipated;
- Financial constraints commonly experienced by students;
- Missing an examination because of misreading the timetable;
- Having more than one examination on the same day or on consecutive days (unless the student was already suffering from illness or injury);
- Problems with the teaching timetable where a student has not taken the necessary action to ensure appropriate unit choices are made.

4.4 The decision of the panel will be promptly communicated to the student.

4.5 Should the panel accept the mitigating circumstances claim, the student will be given a chance to submit their work in the re-assessment round and the marks will be kept un-capped.

5. TIMEFRAME TO SUBMIT THE CLAIM

5.1 Mitigation claims should ideally be submitted as near the submission deadline as possible. However, late or retrospective claims may be accepted in exceptional circumstances.

5.2 Claims should not be filed so far ahead that it is impossible to gauge how the mitigating factors will affect them.

6. APPEAL AGAINST THE DECISION OF THE PANEL

6.1 Please follow the Appeals Procedure to file an appeal against the decision of the mitigating circumstances Panel.

APPENDIX A

MITIGATING CIRCUMSTANCES FORM

(This form is to be used by a student wishing to request short term extension to assignment submission deadlines and the other process for mitigating circumstances that have longer term implications or have occurred at or near to the time of submission)

Student Name		ID Number	
E-mail address (please provide the e-mail address you have registered with Vantage College)		Phone Number	
		Programme of Study	
Name of Assignment / Module	Group	Tutor	Deadline

Type of mitigating circumstances:

(Please tick as appropriate)

Mitigating Circumstances occurring at or near to the submission deadline

Mitigating Circumstances claim for longer term implications

Reason for the request for an extension

(Please give full details for your request – use the reverse of this form if necessary)

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NO APPLICATION WILL BE CONSIDERED WITHOUT APPROPRIATE EVIDENCE

Additional evidence supplied (attach to this form)

Student Signature

Date.....

This box for Office Use Only	
Student Attendance (current semester)	Has a student been given extensions for previous assignments? Yes / No
Decision	
Date student informed	e-mail / text / phone

DOCUMENT VERSION HISTORY

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