Personal Mitigating Circumstances Procedure:
Higher Education

SALFORD CITY COLLEGE
PERSONAL MITIGATING CIRCUMSTANCES PROCEDURE

It is recognised that during your programme of study you may have to cope with a range of illnesses and experiences which are part of the normal course of events in life. In many cases these circumstances will have little or no noticeable effect on your academic performance. However, there may be serious circumstances of a medical or personal nature, which affect you for a significant period of time during your programme of study and/or during the examination period, which are beyond your control and which have a recognisable effect on your performance. The Personal Mitigating Circumstances (PMC) procedure gives you the opportunity to inform us of serious medical or personal circumstances which you believe have affected your academic performance in an adverse way before the meeting of the Assessment Board.

This procedure applies to students studying on Pearson Higher National courses or University Centre Birmingham courses. All other students should use the procedures of the appropriate validating University which can be found on the relevant partner website or student VLE.

PMC forms should be submitted to heacademicservices@salfordcc.ac.uk no later than 5 working days following assessment submission date or the date of your exam. Late applications will not be accepted. Students with Individual Support Plans (ISP) must submit mitigating circumstances forms within the same deadline (regardless of any extensions permitted through their ISP).

SECTION ONE

First Name:	Programme:	Tel number:
Surname:	Level	Email address:
Student ID:	Year of study:	

SECTION TWO: YOU SHOULD READ THIS SECTION CAREFULLY IF YOU HAVE AN INDIVIDUAL SUPPORT PLAN

• Students who have an ISP which covers individual arrangements for assessments and examinations do not need to complete a mitigating circumstances form to make use of these arrangements; Departments will already be aware of them.

• If students wish to claim for something that does not relate to their disability, they should complete a mitigating circumstances form in the usual way. For example, a student with an ISP may suffer a severe bout of food poisoning which requires hospitalisation for several days and s/he might wish to claim for late submission for a particular assignment that was affected by this.

• Students with flexibility around deadlines are reminded that this flexibility is built into their ISP for use if they really need it and they should try to meet the deadlines as far as possible. *NB flexibility around deadlines **cannot** be used for re-assessments.*

• A PMC form should be submitted where the impact of the disability could not reasonably be anticipated. For example, a student has severe anxiety and has an individual room arranged to reduce stress. On the day of the exam he decides he cannot face sitting it. It is not a reasonable adjustment to allow him an alternative to that exam, as at the time of the assessment he was deemed able to take exams. The student may wish to submit a mitigating circumstances form for 'absence' in the usual way, supported by evidence that he was unable to sit the examination on that particular day.

SECTION THREE: ASSESSMENTS

- Identify each assessment affected. If several assessments are covered by one set of mitigating circumstances, you can use the same form

- State which unit(s) has/have been affected and which component(s) of assessment (e.g. a specific coursework assignment, an examination, a test, a performance).

- Make sure you use the correct unit title - ask the tutor to confirm.

- State which type of mitigation claimed for – you can ONLY CHOOSE ONE. You should be aware that if you indicate more than one type of mitigation the PMC Panel has discretion to decide which option to consider.

- It is your responsibility to state your case clearly and support it with relevant and appropriate evidence. Re-submissions of PMC's rejected mitigating circumstances are not permitted.

Type of Mitigation	An accepted mitigating circumstances claim will result in…
Absence - absence from an examination, presentation, lab task, group task, etc. Also absence from classes where there is a minimum attendance rule.	An accepted mitigating circumstances claim will result in a replacement attempt at the assessment in the next designated assessment period
Non-submission - work not submitted on the submission date becomes a non-submission	An accepted mitigating circumstances claim will result in a replacement attempt at the assessment in the next designated assessment period
Extension Request – If due to exceptional authenticated reasons you are unable to submit your completed coursework by the deadline date, you may request an extension to complete the work.	An accepted claim for an extension will result in up to 5 working days from the submission date being granted.

PLEASE COMPLETE THE DETAILS BELOW

Title of unit(s) affected (Please note the **full Unit title**, not Unit number)	Assessment(s) affected	Date assignment set	Submission Date	**Office Use Only** New submission date if Extension Request granted	Mitigation claimed for
Example: Cell Biology	Example: Essay	Example: 30 September 2017	Example: 13 December 2017		Example: Non submission

SECTION FOUR: EVIDENCE

Give details of your mitigating circumstances and how they affected the assessments.

Examples of important points to include are: nature of circumstances, severity of circumstances, timing (how does the period affected by the mitigating circumstances relate to the assessment, how long did you have to complete the assessment if the mitigating circumstances were disregarded), how the evidence supports your claim. You may attach an extra sheet if needed. You may find it easier to submit separate mitigating circumstances forms for each assessment or module.

Attach documentary evidence to your mitigating circumstances form; students are normally expected to support their mitigating circumstances claim with relevant independent third party evidence (ask yourself 'what would I find acceptable if I was considering this mitigating circumstances claim?'). **You should be aware that if you do not provide evidence your mitigating circumstances claim will probably be rejected.**

List the evidence that you are including to support your case (e.g. medical note, police statement):

SECTION FIVE: DECLARATION

I confirm that the information I have given is true and that I have read and understood the guidelines on mitigating circumstances. I have included ALL the information and evidence that I am relying on.

Signed …………………………………………………………………….   Date ………………………………..

It is your responsibility to state your case clearly and support it with relevant and appropriate evidence. Re-submission of a mitigating circumstances claims is not permitted.

Checklist
• Did you read the guidance notes as you were filling in the form? If not, do so now before you hand it in and check what you have written.
• Have you attached your evidence?
• Have you made sure that all sections of the form are completed?
• Have you taken a copy?

Completed forms should be submitted to heacademicservices@salfordcc.ac.uk

SECTION SIX: Academic Services Use only

TO BE COMPLETED BY Academic Services Team				
PMC claim received by:			**Date:**	
Academic Services Panel				
Outcome: Reviewer 1	Accept / Reject	**Further Comment** Reject Reason / Extension provided		Initials
Outcome: Reviewer 2	Accept / Reject	**Further Comment** Reject Reason		Initials
Outcome: Adjudicator	Accept / Reject	Reject Reason		Initials

TO BE COMPLETED BY Academic Services Team

Outcome letter sent to student and tutor (include tutor name and date)	