Mitigating Circumstances
Guidance for Undergraduate and Taught Postgraduate Students
Semester 2 2020 Examinations and In-Course Assessments
August Re-sit 2020 Examinations and Assessments
(‘The 2020 Amendments’)

These are unusual and challenging times for all of us, and we understand that all students
are affected by the current situation. We also recognise that all students are affected by
the necessary changes to teaching and assessment arrangements from 18 March 2020,
and that performance in assessments may be impaired. The following amendments to the
Mitigating Circumstances Guidance are in place for Semester 2 Summative1 Examinations
and In-Course Assessments 2020 and for examinations and assessment taken during the
August 2020 Re-sit period. The amendments are to make it as easy as possible for your
circumstances to be considered, and to ensure that there is no detriment to you of the
COVID-19 pandemic.

1. If you need an extension for submission of your in-course assessment

For any assessment due to be submitted after 27 April 2020, Schools will look favourably
on extension requests for submission of in-course assessments (up to a maximum of 14
calendar days). In some cases a long extension may mean that your results will be
delayed and your School will let you know if this is likely to be the case.

Any extension request should be made using the Form at Annex 1 by email to the Student
Education Service in your Parent School explaining the length of extension requested, and
the reason for the request using the Application Form attached. You will not need to
provide any evidence in support of a request but will need to explain why an extension is
required.

2. If you sit your online examination or submit your in-course assessment but believe that
your performance has been impaired

For all students who take summative examination and in-course assessments in Semester
2 2020, or August re-sits:

• consideration will be given to mitigating circumstances by School Assessment Boards
  when considering module assessment performance. For example, your School may
  offer you a further uncapped/capped attempt at your assessment if you fail.
• Alternatively your School may say that they will take the circumstances into
  consideration when determining your final degree classification.

For all finalists:
• when determining final degree classification, consideration will be given by School
  Assessment Boards to ensure that there is no detriment as a result of the COVID –19

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1 an examination/assessment which measures attainment of learning outcomes and from which a mark (numeric or Pass/Fail), at
module or component level, is derived, as opposed to formative assessments which are learning opportunities but which do not
contribute to a module or component mark.
pandemic. A student’s profile of assessment marks at their final level before and after Semester 2 2020 will be carefully reviewed and consideration will be given to application of special circumstances discretion. This means that your School may award a degree classification more favourable than the classification rules would otherwise allow.

If you sit your examinations and assessments but wish your School to take your circumstances into consideration, there is no need to complete a mitigating circumstances form or to provide any evidence.

When your assessment results are published, your School will write to you (by email to your University email address) with an explanation of the consideration given to your circumstances, and to explain any mitigation applied.

3. **If you are unable to sit your assessments**

Whilst we are doing everything to make it possible for you to sit assessments, we know that some of you are dealing with other things too, such as bereavement, serious ill health, caring responsibilities, financial difficulties, or challenging home circumstances, which mean that you may be unable to complete assessments in Semester 2 2020.

You will need to make an application for individual mitigating circumstances in the following situations:

- If you are unable to sit an online examination or assessment and wish to ask for a further attempt; or
- If you need an extension of time for submission of an in-course assessment beyond 14 days; or
- If you have incurred late penalties on in-course assessments and wish your School to consider removal of late penalties for submission.

If you wish to make an application for consideration of your individual mitigating circumstances, you must complete a mitigating circumstances form in the usual way using

**The Mitigating Circumstances Form**

If you wish to make an application for mitigating circumstances, it is very important that you make an application to your School within 5 working days of the assessment taken. Retrospective consideration of individual applications will not normally be considered. **You also need to provide evidence to support your application.** Where your case is serious enough that you are unable to sit assessments we expect you to be able to provide independent evidence of your position. We will however provide additional time for you to send us the evidence. **For guidance on evidence see Annex 2.**

4. **If you do not sit your assessments and you do not make an application for mitigation**

We expect you to contact us to let us know what is happening. **If you do not submit an assessment and do not apply for mitigation you may be withdrawn from your studies.**

If you are unable to contact us at any stage it is important that you get in touch with us again as soon as possible.

In extreme cases, where there is evidence to show that there were circumstances beyond your control which prevented you from contacting us, a retrospective application for mitigating circumstances may be considered.

April 2020
Annex 1

Application for an Extension of up to 14 calendar days for submission of an In-course Assessment – Semester 2, 2020 and August Re-sit Period 2020.

This form should be used by all taught undergraduate and postgraduate students to submit requests for extensions for up to 14 calendar days for submission of in-course assessments during Semester 2 (from 27 April 2020) and during the August 2020 Re-sit period.

The completed form should be submitted to the Student Education Service in your Parent school (copied to the teaching School in which the extension is requested).

Where your extension request may prevent your assessment being marked prior to an assessment board and delay your results, your School will let you know.

This form cannot be used for late applications; or applications to remove penalties, or for extensions beyond 14 days – in these circumstances use the Mitigating Circumstances Form available at https://ses.leeds.ac.uk/info/21800/student_support/815/mitigating_circumstances.

Assessment deadlines are spaced to support you to prepare for all assessments in any given examination period. By requesting this extension, you are warned that this extension may limit your time to revise for online examinations or prepare for other in-course assessments. By making this application you accept this position.

PRIVACY STATEMENT

What data will we ask you for?

In order for us to consider your application for mitigating circumstances, we need to collect some personal data, including:

- Your name
- Your student identification number (SID)
- Details of evidence to support your application
- Details of the reason for your application which may require you to disclose information about health, personal circumstances or other sensitive information

Disclosure of your data

Any information you disclose will be treated as confidential.

It is your decision what information you disclose, but please note that not having some information may affect our consideration of your application.

By disclosing data relating to a third party in order to evidence your mitigating circumstances application you are confirming that you have the consent of the third party to do so.

Your data may also be disclosed:

Where permitted under General Data Protection Regulation (GDPR) and any relevant Data Protection legislation, including to University staff or third parties where there is a need to know to protect your vital interests, or those of another person.

How will we process your data?

Your application will be seen by a small number of staff from your parent school for administration purposes. It will also be seen and considered by your parent school’s
Special Circumstances Committee (made up of a small number of staff) who will decide on its outcome.

Decisions made by the School Special Circumstances Committee must be ratified by the school Progression and Awards Board, at which professional and academic staff and External Examiners are present. Minimal personal data is shared with the Progression and Awards Board for ratification purposes and no information is shared outside the meeting.

The decision will be shared with a small number of staff in order to enact the decision and/or to support your studies.

We will also collect data anonymously relating to mitigating circumstances to inform the development of University policies.

How will we store your data?

Data will be stored securely and treated confidentially. Once your application for mitigating circumstances has been concluded, your data will be retained in accordance with the University’s retention schedule
http://www.leeds.ac.uk/secretariat/documents/retention_policies.pdf

Legal bases for processing your personal data

The right to submit mitigating circumstances for consideration forms part of your contract with the University. As outlined in the Student Privacy Notice http://www.leeds.ac.uk/secretariat/documents/student_privacy_notice.pdf in order for the University to fulfil its contractual obligation and to pursue it legitimate interests, we must be able to process your personal data in the ways described in this notice.

Concerns regarding your data

If you have any concerns with regard to the way your personal data is being processed or have a query with regard to this Notice please contact your parent school in the first instance, or the University's Data Protection Officer, Alice Temple at a.c.temple@adm.leeds.ac.uk.

Support for you

Support for students who are experiencing difficulties, and assistance with completing your mitigating circumstances application, can be obtained from Student Education Service within your parent school, who you are advised to approach in the first instance or Leeds University Union: www.luu.org.uk/student-help-support.
Applications must be received prior to the day of the submission deadline.

<table>
<thead>
<tr>
<th>Section 1: Student details</th>
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</thead>
<tbody>
<tr>
<td>Family name</td>
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<tr>
<td>First name</td>
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<tr>
<td>Degree programme</td>
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<tr>
<td>University email address</td>
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</tbody>
</table>

If you are currently away from the university on Study Abroad or Work Placement please give details here:

<table>
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<tr>
<th>Section 2: Modules affected</th>
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<tr>
<td>Please list below details of all the assessments for which an extension is requested.</td>
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</table>

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
<th>Assessment affected (e.g. in class group work/presentation/coursework)</th>
<th>Date of assessment or submission deadline</th>
<th>Extension Requested (up to 14 calendar days from original submission deadline)</th>
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<tr>
<th>Section 3: Details of your circumstances</th>
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<tbody>
<tr>
<td>Please describe the nature of your circumstances, including the following information:</td>
</tr>
<tr>
<td>- A brief summary of your circumstances</td>
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<tr>
<td>- How this has affected you</td>
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</tbody>
</table>
• Why the extension is required

(Continue on a separate sheet if necessary)

<table>
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<tr>
<th>Evidence:</th>
<th>No evidence is requested with your application form, but you may choose to provide it. Please read the information in the Mitigating Circumstances Guidance concerning confidentiality. Please tick this box if evidence is included.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study Abroad:</td>
<td>If your degree programme involves a period of residence/study abroad, it is extremely important that you give us any information that may affect this, and which may affect the support you require. Please tick this box if you agree to disclose this information to the Study Abroad team.</td>
</tr>
</tbody>
</table>
Section 4: Checklist

Before you submit your application form, check that you have completed the following:

☐ I have completed all personal details including my student ID number, name, programme and year of study.
☐ I have listed all modules including module code and title and type of assessment.
☐ I have set out details of reason for the extension request I wish to be considered and the relevant dates.
☐ I understand the potential impact of this request for an extension on my ability to meet other deadlines in my assessment timetable. I also recognise that it may meant that there is a delay in my results being published.
☐ I have taken a copy of my form and evidence to keep for my records.

Section 5: Declaration

I confirm that the information provided on this form is honest and accurate to the best of my knowledge. I understand that if I seek to gain advantage or benefit by providing false or misleading information I will be subject to disciplinary action under the General University Disciplinary Regulations which can be found on the Student Cases Team website: http://www.leeds.ac.uk/secretariat/documents/gudr_current.pdf

Signed:  
Please use an electronic signature. Alternatively, you may type your name in this box and submit this form as an attachment from your University email account.  
Date:

Completed forms should be submitted to the Student Education Service within your parent school.

For Office Use Only

<table>
<thead>
<tr>
<th>Date form received:</th>
<th>Confirmation of receipt emailed to student:</th>
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<tr>
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<td>Yes/No</td>
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<td></td>
<td>Date:</td>
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<tr>
<th>Evidence attached to the form?</th>
<th>Yes/No</th>
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<tr>
<th>Decision:</th>
<th>Student informed of outcome: Yes/No</th>
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Version  Date  Approval
Version 1.2  April 2020  Secretariat April 2020
Annex 2

Guidance on Evidence in support of applications for Individual Mitigating Circumstances
Semester 2 and August Re-sit Period 2020

Requirement to provide evidence
1. Evidence will not be required to support the following:
   - Requests for extensions of up to 14 calendar days
   - Circumstances to be taken into consideration when considering module assessment performance.
   - Circumstances to be taken into consideration when considering degree classification.
2. Evidence will be required for the following requests:

| A. Request for Further Attempt if absent | If you are unable to sit an online examination or assessment and wish to ask for a further attempt; or |
| B. Extension of deadline beyond 14 days | If you need an extension of time for submission of an in-course assessment beyond 14 days; or |
| C. Removal of late penalties on submission | If you have incurred late penalties on in-course assessments and wish your School to consider removal of late penalties for submission. |
| D. Other | Any other mitigation not specified above |

Type of Evidence

All applications for individual mitigating circumstances need to be supported by independent documentary evidence. Schools will give reasonable consideration to the form of documentary evidence that can be provided in the context of the COVID-19 pandemic.

We accept that some usual sources of Independent evidence in the UK may not be available, e.g. a letter from a General Practitioner (GP) may not be currently available in the UK. Medical records will however be available from hospitals and General Practitioners on request. Third party evidence from those who know you in a professional capacity, or one who can verify the circumstances and who is in a position to provide objective and impartial evidence will also still be available. Electronic evidence will be accepted from verifiable addresses.

All evidence must be provided in English. It is your responsibility to provide translations of any non-English documentation, and any documents not in English or without translation will not be accepted as evidence. The translation must be certified as accurate by a Public Notary or translated by an accredited translator.

Examples of Evidence

<p>| Illness or accident of student (short-term) | Medical notes which demonstrate that medical advice and treatment was sought at the time of, or soon after, a bout of illness. |
| Illness of student (long-term but lasting less than 12 months) | For conditions which pre-date admission to the University, relevant medical evidence to demonstrate how and when the symptoms had become acute or had changed, and explain how this affected your ability to study. |
| Illness of another person, usually a close family | Medical evidence relating to the illness (clearly indicating dates of illness). You may also be required to provide evidence of their connection to the person who is ill (where that person is not a family member). |</p>
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<tr>
<th>Member (this can be either short-term or chronic illness)</th>
<th>AND Corroborating evidence to demonstrate the impact on you (this will preferably come from a member of University staff/other relevant third party, which can include family members). You will need to make clear why and how your ability to study was affected.</th>
</tr>
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</table>

**Bereavement**

Evidence of bereavement can take several forms, for example:

- A letter from funeral director or minister conducting the service.
- An Order of Service showing date, or other relevant documentation.
- A statement from a doctor or other qualified professional, or member of University staff (e.g. personal tutor) confirming you had disclosed a bereavement.
- A corroborating statement from a family member.

A death certificate is also an acceptable form of evidence but is not a requirement.

In the event that you suffer a bereavement during your studies, you are strongly encouraged to seek support from the school. The various forms of support available are listed in section 2, Where to go for help.

**Other domestic disruption (family issues, financial or accommodation difficulties, work-related issues (if you are part-time))**

Statement must provide clear details, including dates which link to the assessment(s) affected. You must also provide evidence of how you were affected and why this prevented you from completing the assessment(s) on time.

This could include a corroborating statement from professional person, i.e. counsellor, employer, landlord/agent, University staff member (i.e. personal tutor, module leader, exam invigilator).

**Absence arising from such things as jury service or maternity, paternity or adoption leave.**

Official correspondence relating to these events.

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**Timing for submission of Evidence**

It is accepted that it may take additional time to gain the relevant evidence needed to support applications. In Semester 2 2020 and the August 2020 Resit Period, additional time will be provided to all students to obtain relevant evidence.

All applications must be made within 5 days of the relevant assessment or within the time period stated by your School, but all supporting evidence must be provided within 20 working days of the assessment.

It is your responsibility to obtain evidence in support of your application. We will not be able to obtain medical, or other, evidence on your behalf. Any evidence not received prior to the date of publication of your results will mean a delay in publication.
Annex 3 - Frequently Asked Questions

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
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<tbody>
<tr>
<td>What assessments does The 2020 Amendment relate to?</td>
<td>The 2020 Amendment is an amendment to the University Guidance on Mitigating Circumstances stated online at <a href="https://students.leeds.ac.uk/info/10111/examinations_and_assessment/860/mitigating_circumstances">https://students.leeds.ac.uk/info/10111/examinations_and_assessment/860/mitigating_circumstances</a> and the information stated in Programme Handbooks and School Codes of Practice on Assessment 2019-2020. The Amendment covers all summative examinations and in-course assessments which have taken place, or which are due to take place, during Semester 2 2020, i.e. from 27 January 2020 to the end of the Semester 2 examination period on 5 June 2020. The Amendment also covers examinations and in-course assessments in the August 2020 re-sit period, i.e. 18 – 28 August 2020.</td>
</tr>
<tr>
<td>Why is The 2020 Amendment necessary?</td>
<td>The 2020 Amendment implements the University’s position that no student should suffer a detriment as a result of the COVID-19 pandemic. The Amendment ensures that a flexible, consistent, and fair position is applied to all students across the University to take account of their circumstances.</td>
</tr>
<tr>
<td>Does The 2020 Amendment apply to Semester 1 Examinations and Assessments?</td>
<td>The 2020 Amendment does not apply to Semester 1 Examinations and Assessments 2019-2020. If you had mitigating circumstances for those assessments, applications should have been made supported by evidence within 5 days of the examination or assessment, or by the deadline published by your School supported by evidence in the normal way. If you were indirectly affected by the Covid-19 pandemic during the Semester 1 assessment period, independent evidence of the impact on you would have been available through your UK General Practitioner, or the University’s support services. Retrospective applications are not normally considered, and The 2020 Amendment does not change this position.</td>
</tr>
<tr>
<td>I have already submitted assessments and taken examinations in Semester 2. Does The 2020 Amendment apply to me?</td>
<td>The University acknowledges that the Covid-19 pandemic has caused disruption since the start of Semester 2 for many students. The 2020 Amendment applies to all Semester 2 examinations and assessments.</td>
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<tr>
<td>Why do I need to provide evidence if I am unable to sit my assessments?</td>
<td>The University has taken steps to make sitting examinations and assessments as straightforward as possible. It is therefore expected that most students will sit examinations and assessments in Semester 2, and if necessary the August Re-sit period. If it is not going to be possible for any individual student to sit examinations and assessments, it is reasonable to expect that evidence is provided to support an application for mitigation. Additional time to provide the evidence will be given. Guidance on evidence is provided at Annex 2.</td>
</tr>
<tr>
<td><strong>I have mitigating circumstances that are not Covid-19 related. Does The 2020 Amendment apply to me?</strong></td>
<td>The Amendment applies to all undergraduate and taught postgraduate students whatever the circumstances. If you require support for your circumstances you are encouraged to access the University support services – see <a href="https://students.leeds.ac.uk/">https://students.leeds.ac.uk/</a>.</td>
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<tr>
<td><strong>Who makes the decision regarding my mitigating circumstances?</strong></td>
<td>The decision on mitigating circumstances will continue to be made by the School Special Cases Committee in your School, and ratified by the relevant School Assessment Board. University Committees are continuing to take place remotely, and applications will be considered, and decisions made in accordance with the relevant Committee terms of reference.</td>
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| **When will I find out how my circumstances have been considered by my School?** | All students will find out how their School has considered their circumstances by email when results are published:  
- Undergraduate Results – 6 July 2020  
- August Re-sit Results – 16 September 2020  
- Taught Postgraduate Results – 19 November 2020 |
| **What if I consider that the Examiners have not taken my circumstances into consideration?** | It remains open to you to appeal any decision of the examiners within 20 days of publication of the Results if you have grounds to do so under the Academic Appeals Procedure [https://www.leeds.ac.uk/secretariat/student_cases.html](https://www.leeds.ac.uk/secretariat/student_cases.html). You are encouraged to seek independent advice from LUU Student Advice [https://www.luu.org.uk/student-help-support/](https://www.luu.org.uk/student-help-support/) prior to making an appeal. LUU Student Advice is operating an online service for students. |