

Higher Level 4/5 Mitigating Circumstances Guidance for Students 2024-25

For all students undertaking a Higher Level 4/5 award, please read all the guidance.

If you get into difficulties, the college may be able to help you

give us a chance to listen to you to see what we can do to help. There are many ways in which we can help that you may not be aware of, for example:

- You can apply for personal or medical difficulties to be considered *without penalty and as if for the first time;*
- If you must leave us there are intermediate awards or transcripts that may be available to you, to recognise your completed work.

Your personal tutor can help either by advising and guiding you directly or by indicating College services like the Student Services Centre, (which you can approach directly) where you may get professional help such as counselling for example. Students considering suspending studies should be aware that it may have financial implications. There is also the Student Experience Manager, or College Counsellor, who can speak to you in confidence, offering information, advice and guidance.

'Mitigating circumstances' - if illness or other problems affect how you do in assessments

This section advises you about what to do if you are having problems with assessment, assignments, exams, deadlines etc. caused by personal things beyond your control like it may be

demonstrably influenced your assessment performance and that happened at a time that made them effect your assessment.

To explain this further:

Exceptional	So, for example, routine things we all face like pressure of work or transport problems are not exceptional.
Unforeseen	So, for example, if you have an on-going illness or disability that affects your assessment you should not use the mitigating circumstances procedure to have account of it. Instead, contact student services at the outset so an assessment can be made and support put in place. However - to the illness or disability might be appropriate grounds for a mitigating circumstances application.
Outside of your control	So, for example, if your laptop or memory would not be considered outside of your control.
Sufficiently serious to have demonstrably influenced your assessment performance	So, you need to establish the seriousness, and what effect there has been on your assessment performance.
Happened at a time that made them affect your assessment.	So, for example, your letter and evidence need to link the events with the times when they happened, and the relevant dates on your course.

It is advisable to discuss the mitigating circumstances processes explained here with a tutor but note that you do not have to disclose any of the personal and private matters to the tutor unless you want to. They can advise you about the process without knowing what your personal and private circumstances are. However, whatever they advise, they are not involved in the decision and so they do not know what the outcome will be. Make your claim; only you can decide what you want to disclose about your personal and private information. Decide for yourself what evidence you feel you need to and want to supply. Do not rely on nor take as definitive any advice or prediction of the likelihood of success or otherwise by your tutor or any other person.

Checklist for your mitigating circumstances application

Have you been informed by your course leader, module tutor, or personal tutor of what you need to do to apply for mitigating circumstances to make an effective application?

Have you obtained advice about how to make an application? (remember, you don't

TO APPLY FOR MITIGATING CIRCUMSTANCES	
PLEASE LIST THE ASSIGNMENT/S YOU WISH TO APPLY FOR MITIGATING CIRCUMSTANCES	
DATE OF SUBMISSION OF YOUR APPLICATION	

PLEASE STATE BELOW WHY YOU WANT TO APPLY FOR MITIGATING CIRCUMSTANCES

PLEASE STATE WHAT EVIDENCE YOU HAVE INCLUDED TO SUPPORT YOUR MITIGATING CIRCUMSTANCES

I declare that the information I have provided on this form is a true statement of the facts to the best of my knowledge and belief. I also declare that the attached documentary evidence (if any) is a true

Approved or Refused (and reason/s) (Course/Module Tutor):			
Assignment names and Date/s of new submission of assignments:		Date/s:	
Signed (Course/Module Tutor):		Date:	

Please note that failure to correctly or fully complete the application form could result in your application not being accepted. We may need to contact you for further information before your application can be considered.

Please send your completed appeal form and evidence to your Course/Module Tutor

Supporting evidence

Supporting evidence needs be provided to support your application and should 5(t)2(b)-11().8Tm0 G[s]23(h)-11(

Mitigating Circumstances Application Form as soon as they realise that they cannot submit their assignment on time.

Data Protection Policy:

<https://www.boltoncollege.ac.uk/assets/Uploads/Bolton-College-Data-Protection-Policy-2024-26.pdf>