



University Centre
Reaseheath



Essential Guide to...

MITIGATING CIRCUMSTANCES



University of
Chester



**Harper Adams
University**

Inspiring achievement, driving ambition

What are mitigating circumstances?

If you feel that circumstances beyond your control have badly affected your academic performance, or have caused you to miss a coursework deadline or an examination, you can request 'mitigating circumstances' (HAU: 'condonement').

NOTE: A request for mitigating circumstances can only be made **after** your coursework deadline or examination. If your deadline or examination has not yet passed, you should apply for an *extension* or a *deferral* instead (see the Essential Guide to Extensions and Deferrals).

How do I request mitigating circumstances?

1. UoC: Complete **form MC1** online (Chester Portal > [eVision](#) tile). HAU: Complete the **Mitigating Circumstances: Deferral or Condonement Request Form** and take it to the HE Admin office at least 7 working days before the scheduled assessment board commences.
2. UoC: Complete the **Components Affected Form** online (Chester Portal > [eVision](#) tile).
3. You must submit a doctor's note or some other form of independent professional or documentary **evidence** to support your request. See table below:

Types of Mitigating Circumstance	Types of evidence which may be acceptable
Illness or injury – minor illnesses such as headaches, upset stomachs, coughs, and colds do not apply.	Medical Certificate. This must show dates and nature of the illness or injury, and how it affected you.
Bereavement – e.g. partner, parent, child, sibling, grandchild, or grandparent. Housemates or very close friends may also be considered.	Death Certificate/ Coroner's Report or Letter from solicitor, undertaker, or an Order of Service from the funeral, or a Medical Certificate which states how the bereavement has affected you.
Illness of a dependent/ relative – acute illness or injury affecting a person or persons which require your close and frequent attention.	Medical Certificate. This must show dates and nature of the illness or injury, and how it affected you and your dependant/ relative.
Work commitments – part-time students only.	Evidence from Employer – this needs to demonstrate an unusual and significant workload.
Difficulties associated with travel – major incidents only, e.g. motorway closure, mechanical breakdown, cancelled flight. Traffic jams and missed buses/ trains are not acceptable reasons.	Confirmation from a Transport Official or the Breakdown Service , and Proof of Travel Arrangements (e.g. ticket/ booking confirmation).
Domestic problems.	Medical Certificate or Other Official Evidence. This must confirm the nature of the circumstances and the impact they are having on you.
Victim of crime.	Police Documentation or Insurance Claim or Medical Certificate/ Report.
Disabilities – for which reasonable adjustments are not yet in place, and where the delay is not your fault.	Letter from HEST (HE Support Team).
Legal proceedings requiring attendance.	Evidence from a Solicitor or the Court.

What might I gain by making a request?

If you are successful in your request, the Mitigating Circumstances Board (HAU: [Assessment Board](#)) may:

- (a) Allow you to submit your work for assessment as a first attempt (or a continued second or third attempt where relevant) during the next scheduled assessment opportunity **...and/ or...**
- (b) Allow you to ignore any late work penalty

NOTE: If your request for Mitigating Circumstances is successful, any mark you gained previously for the work will be disallowed, but if you get a lower mark on your next submission it will be the lower mark that stands.

Appeals

If you feel you have a good reason to do so, you may appeal against the outcome of your request. Further information on appeals may be found on the Academic Quality Support Services ([AQSS](#)) pages on the Chester Portal (Chester Portal > Management > Academic Quality Support Services), but note that strict eligibility criteria apply.