

5.2E

MITIGATING CIRCUMSTANCES FORM

including Self-Certification

Please note, **Mitigating Circumstances claims should always be submitted by students online via Moodle** (except for students at our partner institutions, who generally have their own forms).

This Word document form remains available only for exceptional situations where completing a claim online via Moodle is not possible. Please contact your school admin office at one of the email addresses on page 4 below if you have queries regarding this.

**Mitigating Circumstances Form**

Before completing this form, please read the Mitigating Circumstances Procedure which is available [here](https://www.cardiffmet.ac.uk/registry/academichandbook/Pages/Ah1_05.aspx), as well as the guidance at the bottom of the form.

As of September 2020, **students can ‘self-certify’ to defer assessment deadlines within a short window** (between five and one working days before the assessment deadline**), up to twice an academic year**, with no supporting evidence required. For more information on what criteria need to be met, please read the Mitigating Circumstances procedure, available [here](https://www.cardiffmet.ac.uk/registry/academichandbook/Pages/Ah1_05.aspx). If you wish to use this form for self-certification, please see the below guidance on ‘Claim Codes’.

The completed form and supporting evidence should be submitted to your school admin office as soon as possible. If it is sent after the relevant Exam Board has met, it cannot be considered.

**Section 1: Student Details**

|  |  |  |
| --- | --- | --- |
| **Full Name:** |  | |
| **Student Number:** |  | |
| **Programme:** |  | |
| **Year/Level of Study:** |  | |
| **Email Address:** |  | |
| **Telephone Number:** |  | |
| I confirm that I have read the [Mitigating Circumstances Procedure](https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_05_01E.pdf) and that, to the best of my knowledge, the information given on this form is a true and accurate statement of my exceptional personal circumstances. I understand that a false or misleading claim may result in disciplinary action being taken against me. | | |
| **Signed:** | | **Date:** |

**Data Protection and Confidentiality:**

*Information submitted as part of the Mitigating Circumstances procedure will be shared only with those people who need to see it in order to make a decision on the student’s application, which will include members of the Mitigating Circumstances Committee, and School administrators.*

*If the nature of a Mitigating Circumstances claim gives cause for concern as to the student’s immediate wellbeing, the Mitigating Circumstances Committee may recommend that the Wellbeing Service team in Student Services contact the student to establish if any support can be provided.*

*In exceptional circumstances, where deemed necessary, the University’s Safeguarding Lead may be asked to review the content of an application.*

*All sensitive information pertaining to a student’s application will be stored confidentially on internal systems. Any staff member found to have breached the confidentiality of a student applying for Mitigating Circumstances will be subject to the usual disciplinary processes within Cardiff Met.*

**Section 2: Modules and Assessments Affected by Mitigating Circumstances**

Please give details of each assessed component of module(s) affected by your mitigating circumstances (what you want to claim for) and the relevant Claim Code for the effect on your work. You must include all assessments affected, please start a new line for each one.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Module Number**  (e.g. BRM4078) | **Module Title** | **Assessment Type**  (e.g. WRIT1 Essay, PORT1 Portfolio, EXAM1 Exam) | **Exam or Submission Date** | **Claim Code(s)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Section 3: Details of Mitigating Circumstances**

Please describe clearly and concisely (with relevant dates), the factors that you believe have adversely affected your ability to engage with the assessments listed in Section 3 above.

|  |
| --- |
|  |

**Section 4: Supporting Evidence Attached**

**If you are using this form to self-certify, independent supporting evidence is not required, please skip this section.**

Please list all documentary evidence (letters, medical certificates etc.) attached to this form.

*If any medical evidence relates to a family member or other person, please ensure you have their consent to share it and explain in your appeal who the evidence relates to.*

|  |
| --- |
|  |

**Please email your completed form and any supporting evidence as attachments to:**

|  |  |
| --- | --- |
| Cardiff School of **Sport & Health Sciences** | [MitCircsCSSHS@cardiffmet.ac.uk](mailto:MitCircsCSSHS@cardiffmet.ac.uk) |
| Cardiff School of **Management** | [CSM-UG-MSc@cardiffmet.ac.uk](mailto:CSM-UG-MSc@cardiffmet.ac.uk) |
| Cardiff School of **Education & Social Policy** | [MitCircsCSESP@cardiffmet.ac.uk](mailto:MitCircsCSESP@cardiffmet.ac.uk) |
| Cardiff School of **Art & Design** | [CSADadmin@cardiffmet.ac.uk](mailto:CSADadmin@cardiffmet.ac.uk) |
| Cardiff School of **Technologies** | [cstadministration@cardiffmet.ac.uk](mailto:cstadministration@cardiffmet.ac.uk) |

**Section 5: *For School Administrative Use Only***

|  |  |
| --- | --- |
| **Date claim received:** |  |
| *If the claim is received after the relevant Exam Board, the student should be signposted to the Appeals Procedure.* | |
| **Date considered:** |  |
| **Decision:** | **ACCEPT / REJECT** *(delete as appropriate)* |
| **Date decision made:** |  |
| **Recommendation to Examination Board:** |  |
| **Date student notified of outcome:** |  |
| **Date Registry Services notified of outcome:** |  |

**Mitigating Circumstances Form Guidance**

**Section 1 – Student Details**

1.1 You must give your full name and student ID number (i.e. the eight-digit number on your student ID card).

1.2 You must provide the programme title (e.g. BA Hons Architecture) and the Year or Level (e.g. Year 2).

1.3 You must provide a contact email address and phone number where you can be contacted over the next few weeks regarding this Mitigating Circumstances Form, and where you want the outcome to be sent.

1.4 You must sign (typed is fine) and date the form before it can be accepted.

**Section 2** **- Modules and Assessments Affected by Mitigating Circumstances**

2.1 You must use a new line for each assessment (coursework, examination etc) and ensure that the correct module number and module title are given for each assessment.

2.2 **Assessment Type** - you must state whether it is coursework, exam, seminar, presentation etc.

2.3 **Exam or Submission Date** - you must give the date on which the examination or other event was scheduled to take place, whether or not you attended, or the deadline by which coursework had to be submitted, whether or not you submitted any.

2.4 Under **Claim Code**(s), you must give the code from the list below which relates to the assessment in question:

|  |  |
| --- | --- |
| **Code** |  |
| **SC** | **Self-certification** (no supporting evidence required)  *Students can submit a request between five and one working day before the assessment deadline, up to twice per academic year – please see more information* [*here*](https://www.cardiffmet.ac.uk/registry/academichandbook/Pages/Ah1_05.aspx)*.* |
| **LS** | **Late submission**  *Assignment will be submitted after the deadline for submission, but within 20 working days.* |
| **NA** | **Non-attempt**  *Assignment will not be submitted within 20 working days, or student did not attend* *examination, seminar, presentation or other assessment event.* |

You may provide more than one code for a particular assessment – for example, if you are aiming to submit an assignment late (within 20 working days of the deadline for submission), but you are not sure whether you will be able to do so due to your mitigating circumstances, you could put **LS** and **NS** under “Code(s)” for that assignment.

**Section 3 - Details of Mitigating Circumstances**

3.1 You must give full details of your exceptional circumstances, include specific dates of illnesses, bereavements etc. and relate them to the examination or assessment submission dates listed above.

3.2 If events have involved others (e.g. partner, family member), you should explain how exactly they have impacted *you* and your ability to study.

3.2 You must attach independent supporting evidence from third parties for all mitigating circumstances (unless using this form for self-certification). Such evidence is usually a letter from a doctor, counsellor or other medical professional, a birth or death certificate, court or other legal documents; however, other forms of supporting evidence are often acceptable. Examples of what constitutes ‘mitigating circumstances’ and acceptable supporting evidence is given in the [*Mitigating Circumstances Procedure*](https://www.cardiffmet.ac.uk/registry/academichandbook/Pages/Ah1_05.aspx) in the Academic Handbook.

**Additional Guidance**

4.1 If you have queries regarding the submission of this form, please contact your school admin office. The Students’ Union are also able to give [impartial advice](https://www.cardiffmetsu.co.uk/opportunities/advice/academicsupport/academicsupport/mitigatingcircumstances/) on such procedures.

4.2 If you have queries regarding your next steps, having already submitted the Mitigating Circumstance claim form, you should contact your school admin office (email address above on page 4) or your Programme Director.

4.3 All decisions will be at the discretion of the Mitigating Circumstances Committee and Examination Board.

4.4 The question of how far mitigating circumstances could have had an adverse effect on performance and should be taken into account is a matter of academic judgement solely for the Mitigating Circumstances Committee and/or Examination Board.