Faculty of Arts and Society
The Leeds School of Contemporary Art and Graphic Design

Registration of Mitigating Circumstances

INSTRUCTIONS FOR COMPLETION: Please complete all sections printed in ***italics*** with the appropriate information and **attach** your **documentary evidence** before taking this form to your **Course Leader** for signature and then return it to your local School Office.

THIS INFORMATION WILL BE TREATED IN STRICT CONFIDENCE AND IS FOR USE OF THE BOARD OF EXAMINERS OR EXAMINATION COMMITTEES ONLY (when appropriate). N.B. For circumstances of a particularly sensitive/personal nature please be assured that only the Course Leader, Chair of the Board of Examiners and External Examiners will have to be informed of them under the University Regulations.

Student Name: ..... *Date:* .....

Course & Year: .....

Dates over which Circumstances Apply: From: ..... *To:* .....
Nature of Mitigating Circumstances (e.g. Medical/Family/Personal): .....
.....
Nature of Evidence Attached: .....
Modules Affected: .....

Please describe the circumstances and how they have affected your work and assessment in more detail below:

Student Signature: ..... *Date:* .....

Response by Course Leader:
Action to be taken:
.....
.....
.....
.....
Signed: ..... Date: .....
(Course Leader)

For Office Use: Original to be retained on file
Copy to Student
Copy to Course Leader.

Date:
Initials of Course Related Staff:

LEEDS METROPOLITAN UNIVERSITY **Faculty of Arts and Society**

GUIDELINES FOR THE OPERATION OF REGISTRATION OF MITIGATING CIRCUMSTANCES

1. Registration Form to be used for **ALL** submissions of mitigating circumstances.

2. Students notified of procedure through Student Handbooks, publicity posters on notice boards, instruction from module tutors during classes.

3 Student responsibility to collect form from appropriate School office.

4. Student completes and signs form and takes to Course Leader for authorisation.[1]
(If the course leader is not available student may leave form with course related administrative staff for onward transmission to course leader.)

5. All submissions of mitigating circumstances must be substantiated by independent documentary evidence, such as a medical certificate, letter from an employer, statement from a member of academic staff, statement of attendance from a counsellor, etc. and must identify modules and assessment affected.

6. Course Leader verifies documentary evidence and decides on course of action, e.g. Extension to hand-in period; transmission to board of examiners or committee; etc.
Signs form as authorisation and returns it to the Student.

   N.B. Normally if an extension to submission date for assessment is allowed the same mitigating circumstances cannot then be considered again at the board of examiners or examination committee – the mitigation has already been taken into account by granting the extension period.

7. Student responsibility to return form to appropriate School Office.

8. Course Related Administrative Staff takes two copies of the material - the original is kept in separate file, by course, for transmission to board of examiners or examination committees; copy given to student and copy given to course leader.

9. Course related administrative staff also keeps with the registration form any other material or notice (e.g. telephone messages) relating to calls that will be late for class, late for exam etc.

10. Course leader keeps his/her copy in personal files for use with counselling, monitoring and assessment.

11. Course related administrative staff maintains ongoing list of names of students who have submitted mitigating circumstances for each course. This list is organised alphabetically by Level prior to Exam Board or Exam Committee, for use at the meeting and for identifying such students on broad sheets.

12. Exam board secretary takes file and list to exam board or committee for use at that event.

13. Following exam board material is transferred to individual student files and is retained securely in sealed envelope.