



COMPUTER SCIENCE BOARDS OF EXAMINERS
MITIGATING CIRCUMSTANCES AFFECTING COURSEWORK

This form is for circumstances affecting coursework that may be mediated by the module coordinator (see overleaf for details). Please note that if your overall performance in the semester has been affected and you wish this to be taken into consideration by the Board of Examiners, you will need to complete a separate 'Application for Consideration of Mitigating Circumstances' form.

Name: _____ Student ID: _____

Academic Advisor: _____ Year of Study: Year 1 Year 4
 Year 2 MSc
 Year 3

Module affected:

Module Code	COMP ____ (Please complete a separate form for each module)		
Title			
Assessment Type	Assignment <input type="checkbox"/>	Class Test/Presentation <input type="checkbox"/>	(Please tick as appropriate)
Assessment No.			Date of assessment ____ / ____ / ____
	Missed <input type="checkbox"/>	Affected <input type="checkbox"/>	

Explanation of mitigating circumstances:

Note that if your request for an extension is made after the stipulated submission date it will normally be refused unless you provide good reason(s) for the late request

.....

(Continue on a separate sheet, if necessary)

Evidence provided:

(Please attach independent supporting evidence).

.....

Signed Date: ____ / ____ / ____

This section to be completed by staff only

Agreed arrangements

Student has been notified Date: ____ / ____ / ____

Signed Date: ____ / ____ / ____

This form should be returned to the Student Office (room G09, Ashton Building) on completion.

Policy on Mitigating Circumstances in Relation to Performance in Assessments and Examinations

(Code of Practice on Assessment, Appendix M)

- 1.4 In the case of continuously assessed coursework (as opposed to examinations), where a student experiences illness or other serious mitigating circumstances around the time of a submission deadline, and can support such a claim with independent documentary evidence, the deadline may be extended and a new submission date agreed in accordance with normal departmental procedures. If, however, this is not possible, either because of the student's circumstances or for academic or logistical reasons, a case for consideration of mitigating circumstances in relation to the missed assessment may be submitted (see also section 7.2 below).

- 8.2 Where an assessment or assessments have been missed by a student which total no more than 20% or less of a module's mark and the assessment concerned is not the final assessment for the module, it is open to the examiner to excuse the student from the assessment without the involvement of the mitigating circumstances committee provided that it is possible for the student to demonstrate the achievement of the learning outcomes of the module through the other assessments/examinations. A record should be made and the supporting documentation provided by the student should be retained. The module mark should be calculated on the basis of the remaining unaffected assessments.