

Mitigating Circumstances process

Student / PAT

Mitigating Circumstances Panel and Clerk

Tier 1 Exam Board and Clerk

Student / PAT completes mitigating circumstances claim form via UHI Records uploading appropriate evidence

PAT completes section of form indicating support of the application

Decision / outcome email sent to student and PAT

Mitigating circumstances claims considered by the panel, supplementary evidence may be requested

MC grade entered to SITS by the MC administrator

MC administrator checks module results match the MC panel outcomes

Tier one exam board consider assessment / module marks.
All marks with an MC grade indicate mitigating circumstances have been **approved** for that student

TIER ONE OUTCOMES

When work has been submitted, the mark will be taken and agreed at the tier one board.

When work has not been submitted, the student will be allowed to resubmit at the next available opportunity with no penalty.

Work **must** be submitted by the next resit opportunity or a fresh application for mitigating circumstances submitted.

Where a late penalty has been applied and MCs approved, the penalty will be lifted by the board and mark without penalty agreed.

