

## To undergraduate students in the Economics Department

(Note. If you are on a joint degree, you should also make sure you are familiar with equivalent procedures in relevant departments: that is, in PAIS, Philosophy or Maths)

### Mitigating Circumstances

I would like to bring to your attention some of the important procedures regarding mitigating circumstances.

In particular, I would like to emphasise that if there are any circumstances which you wish to be taken into account when the exam board considers your performance at the end of the year, it is important that you discuss these with your personal tutor and give your personal tutor permission to convey these to me so that, as Senior Tutor, I can deal with them appropriately at the time of the exam boards. If any aspect of the issues you discuss with your personal tutor is confidential, then you should be clear about just what information you wish your personal tutor to convey to me.

The relevant processes for consideration for mitigation are as follows:

#### A. Mitigating Circumstances affecting a single piece of work

##### 1. *University Exams*

If medical or other mitigating circumstances cause you to miss a University Exam, you will need to obtain a medical certificate signed by a doctor. You should submit any such document to the Undergraduate Office, or to your Personal Tutor. See the Assessment Handbook for more detailed guidance. The Senior Tutor should be informed of these cases as they are certain to be of relevance to exam board processes and deliberations.

##### 2. *Term Papers and Assessed Essays*

(Work which is usually worth at least 10 per cent of module credit and of the sort which is due typically twice in the year in each module)

Low-level illness should not prevent submission and short-lived illness should not get in the way of timely submission – these are assessments for which you have lengthy notice of deadlines and plenty of time to prepare.

More serious illness will easily entitle you to a formal medical certificate signed by a doctor. To seek an extension you must fill in an extension form available on my.economics. Approval/refusal will be considered by the Teaching Programmes Manager in consultation with the Director of Undergraduate Studies – **not** by your module leader or tutor. See the Assessment Handbook for more detailed guidance. The Senior Tutor **does not** need to be informed of these cases as any necessary compensations (e.g., deadline extensions) are dealt with prior to the exam board stage.

### 3. *Problem Sets, Mid-Session Tests and Presentations*

(Assessments which are typically worth less than 10% of module credit – if you are unsure of the category of any piece of work, consult your module lecturer)

We would normally accept self-certification as grounds for absence or late/non-submission. See the Assessment Handbook for more detailed guidance: note in particular that multiple self-certification is not approved. The Senior Tutor *does not* need to be informed of these cases as they are dealt with prior to the exam board stage.

## **B. Mitigating Circumstances affecting multiple pieces of work**

Sometimes it arises that students suffer circumstances which affect performance across the board (affecting many or all modules) and/or over a lengthy period of time. In such situations, it is crucial that the student informs their Personal Tutor. Provided that the student gives their Personal Tutor permission to inform the Senior Tutor of relevant information (in cases of sensitivity, parts of the information can remain confidential to the Personal Tutor), then the Senior Tutor can have the matter brought before a Mitigating Circumstances Committee (a sub-committee of the relevant Departmental examination board). The Mitigating Circumstances Committee will consider the evidence and make recommendations to the examination board about the extent to which the circumstances are likely to have influenced the student's performance. In this way, the examination board can take account of circumstances when making its decisions – without the full examination board having to be informed of the nature of the circumstances. Mitigating circumstances pertaining to missing a university examination (A1, above) are also dealt with in this way.

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October 2007