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Mitigating Circumstances

Procedure

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Mitigating Circumstances

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Mitigating Circumstances

Coronavirus (COVID-19) Update

Update made for effect from 21 January 2021.

Due to the coronavirus (COVID-19) pandemic we have made the following temporary changes to this policy in order to support our students:

Evidence requirements

- You are **not** required to submit documentary evidence if your circumstances relate to the impacts of the Coronavirus (COVID-19) pandemic (amendment to section 3.1 (page 5) and appendix A (page 12)).

We understand that obtaining evidence of various impacts of the pandemic, like childcare responsibilities or home-schooling, can be difficult. We also recognise the additional time pressure obtaining evidence would place on you. Your claim for mitigating circumstances should still include, as outlined in section 3.1 (page 5), information about your circumstances, dates and periods when your study was affected, (parts of) module/units affected, and what your preferred outcome is.

- You are **not** required to submit medical evidence in support of mitigating circumstances that would normally require such (amendment to section 3.1 (page 5) and appendix A (page 12)).

We understand that obtaining medical evidence for coronavirus currently goes against guidance given by some governments. In addition, we want to avoid putting unnecessary pressure on healthcare systems. Your claim for mitigating circumstances should still include, as outlined in section 3.1 (page 5), information about your circumstances, dates and periods when your study was affected, (parts of) module/units affected, and what your preferred outcome is.

Time it takes to receive an outcome

- If your circumstances relate to the impacts of the Coronavirus (COVID-19) pandemic you will contact you in writing **within 5 working days** (working days are days that UCEM offices are open – this excludes weekends and holidays) of submitting your mitigating circumstances request to provide you an outcome.

For more information about UCEM's response to Coronavirus (COVID-19) visit the [Coronavirus section on the VLE Help page](#).

Mitigating Circumstances

1. Introduction

We know that life can get in the way of your studies. When this happens, we say that you are experiencing “mitigating circumstances”. You can use the [Online Mitigating Circumstances Form \(opens new window\)](#) on the VLE to let us know about any mitigating circumstances you are experiencing and to ask us to help minimise the impact of these circumstances on your assessment performance. This procedure explains what circumstances qualify (section 2) and how your request will be considered (section 3).

- This document applies to all students on UCEM programmes. Please also read your Academic and Programme Regulations as well.
- If you need any help with this procedure, please contact the Student Engagement Team via Student Central.
- Please continue to engage with assessments, including resubmissions, to the best of your ability while your mitigating circumstances request is considered.



You experience "mitigating circumstances" as defined in this procedure.

See section 2

You submit the Online Mitigating Circumstances Form on the VLE no later than 14 calendar days after the original submission deadline for the assessment.

See section 3.1

We review your request for mitigating circumstances to see if your circumstances qualify and if you have provided valid evidence and, if they do, what we can do to minimise their impact on your performance.

See section 3.4 and 3.5

You are informed of the outcome within 10 working days. This outcome is provisional until confirmed by the Board of Examiners.

See section 3.3

The Board of Examiners releases the overall module (or unit) results which confirms the finalised outcome of your request.

See section 3.3

Mitigating Circumstances

2. Definitions

Definition: “Mitigating circumstances” are circumstances that affect your ability to prepare for or complete your summative assessments (i.e. assessments that contribute to your overall module (or unit) mark (or grade)). To qualify under this procedure the circumstances must be, or have been, unavoidable.

Are you unsure whether your particular circumstances qualify?

You should use the [Online Mitigating Circumstances Form \(opens new window\)](#) to inform us anyway, so that we can review it for you. Each case will be considered individually but sections 2.1 and 2.2 give you examples of circumstances that normally do and do not qualify as mitigating circumstances.

2.1 Circumstances that qualify as mitigating circumstances

The following are examples, but not a complete list, of circumstances that meet the definition of mitigating circumstances:

- Illness or injury (including mental health issues)*
** This procedure should not be used by students to receive adjustments required for a disability or additional need. To notify us of your disability or additional need please contact disabilitysupport@ucem.ac.uk and refer to the [Disability and Additional Needs Procedure \(opens new window\)](#). However, you can use the mitigating circumstances procedure to request consideration for a recurrence or worsening of an existing condition where your Additional Support Plan (ASP) was not sufficient.*
- The serious illness or death of a close friend or family member
- Personal difficulties e.g. significant family difficulties, unwanted pregnancy, accommodation crisis such as eviction or the home becoming uninhabitable
- Being the victim of a crime
- Court attendance
- Discharge of public service such as active service in the armed forces, jury duty or national service
- Unexpected caring responsibilities e.g. where pre-established caring arrangements temporarily break down or unexpected need to take maternity, paternity or parental leave including due to adoption
- Unforeseeable aspects of religious observance*
**This procedure should not be used for aspects of religious observance that occur at times known in advance. Instead, you may find the [Alternative Assessment Procedure \(opens new window\)](#) useful.*
- Natural disaster; epidemic; terrorist attack, war or armed conflict

A useful catch-all term for all of the above examples is: they are all circumstances that, if you had encountered in an employment situation, they would have led to an allowed absence.

- Exceptional workload in the workplace*. Exceptional means that your workload has been significantly increased over your usual day-to-day duties.

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**This will not normally be accepted for apprenticeship students as long as you have been receiving the required 20% off-the-job training time. If you are not receiving 20% off-the-job training time you should contact your Apprenticeship Outcomes Officer. Depending on the extent to which you have not received the required 20% off-the-job training time your Apprenticeship Outcomes Officer may provide a statement in support of your mitigating circumstances in which case your request would be considered.*

- Pregnancy and maternity (up to 26 weeks following birth)*

** This procedure should not be used by students to receive adjustments required for their pregnancy and maternity. Please use the Disability and Additional Needs Procedure to notify us of your pregnancy so an Additional Support Plan can be put in place if required. However, you can use the mitigating circumstances procedure to request consideration for unforeseen and unavoidable circumstances relating to your pregnancy and maternity (such as ill-health or complications) which were not allowed for in your Additional Support Plan (ASP) or where your ASP was not sufficient.*

- Long-term significant personal financial hardship. (This will not normally be accepted if the financial hardship has been caused or worsened solely by the UCEM tuition fees due.)
- Redundancy or threat of redundancy
- Failure of electricity or internet service outside of your control
- Competing in national or international sporting events or other high-profile activities
- Special educational needs for which appropriate adjustment could not be made, or, where adjustment was made it was not sufficient
- Safeguarding concerns

2.2 Circumstances that do not qualify as mitigating circumstances

The following are examples, but not a complete list, of circumstances that do **not** meet the definition of mitigating circumstances:

- Minor illness such as common colds or hay fever, unless the symptoms are particularly severe
- Failure to complete the submission process
- Misreading the instructions or deadlines for an assessment
- Assessments that are scheduled close together
- Normal assessment stress
- Poor time management including no back up of electronic documents or short-term issues with electronic devices
- Family celebrations
- Planned holidays or house moves
- Public holidays
- Religious observance that occurs at times known in advance (For these circumstances read UCEM's Alternative Assessment Procedure)

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Please also note that you **cannot** use this procedure to change:

- A decision made by the UCEM Fitness to Study Panel. For this you should use the [Student Appeals Procedure \(opens new window\)](#).
- A decision made by UCEM to withdraw a programme or the teach-out arrangements for programmes that are closing. If you have any concerns about these decisions, please contact Student Central.
- Your programme outline due to new modules post September 2020. If you have any questions about your programme outline, please contact Student Central.

2.3 Circumstances affecting a group of students

2.3.1. Groupwork assessment

- If you are experiencing mitigating circumstances that are affecting a piece of summative groupwork you should use the [Online Mitigating Circumstances Form \(opens new window\)](#) to let us know as you would with any other type of assessment.
- If you are in a group and someone else's mitigating circumstances is affecting your ability to complete the groupwork then you need to let us know yourself using the [Online Mitigating Circumstances Form \(opens new window\)](#). Each individual affected should submit their own individual mitigating circumstances request.
- If you are in a group and you are all experiencing the same mitigating circumstances, then you each need to let us know individually using the [Online Mitigating Circumstances Form \(opens new window\)](#), even if every member of the group has been affected by the same circumstances.

All requests will be considered on their individual facts.

2.3.2. Non-group assessments where a group or cohort of students has been affected by the same circumstances

From time to time a group or cohort of students will all be affected by the same circumstances that are outside of their control. If you are aware of any such circumstances, please contact Student Central with the information.

When UCEM becomes aware of such cases, the Academic Registrar or Dean (Academic), as appropriate, will normally provide a report of the circumstances, and those students affected, to the Board of Examiners so the Board can consider if any action is required to minimise the impact of these circumstances on students.

Students affected by these circumstances will be notified of this action and will not be required to subsequently submit individual requests for mitigating circumstances. However, you can choose to submit an individual requests for mitigating circumstances if you feel the impact on you has been particularly severe.

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3. Guide to the Procedure

3.1 How to submit mitigating circumstances

3.1.1 You must:

- Use the [Online Mitigating Circumstances Form \(opens new window\)](#) to tell us about mitigating circumstances and attach valid evidence (see [appendix A](#)).
- Submit the [Online Mitigating Circumstances Form \(opens new window\)](#) individually for each and every assessment affected by the mitigating circumstances. This may mean that you must submit the form multiple times if more than one assessment was affected.
- Use the [Online Mitigating Circumstances Form \(opens new window\)](#) to tell us as soon as possible and **no later than 14 calendar days after the original submission deadline for the assessment**.

3.1.2 For **resubmissions** you must:

- still use the [Online Mitigating Circumstances Form \(opens new window\)](#) to tell us about mitigating circumstances that affect your resubmission attempt as outlined in 3.1.1, even if you have already told us about the circumstances in a previous mitigating circumstances request.

3.1.3 The Online Mitigating Circumstances Form will ask you to:

- confirm the details of your mitigating circumstances, including dates;
- confirm how these circumstances affected your ability to prepare for or complete your assessment;
- confirm what your desired outcome is (see [section 3.6](#) for possible outcomes); and
- upload valid evidence. All mitigating circumstances claims must be accompanied by valid evidence. [Appendix A](#) gives examples of the types of evidence that are valid. If you have provided evidence of a disability or long-term health condition to the Disability and Wellbeing Team, you will not be required to provide evidence in the case of flare-ups.

3.1.4 Section 5 explains how the information you provide will be treated with care and confidentially in line with our [Privacy and Data Protection Policies \(opens new window\)](#).

3.1.5 You should continue to engage with assessments, including resubmissions, to the best of your ability while your mitigating circumstances request is considered.

3.2 What if I miss the deadline to submit mitigating circumstances?

3.3.1. **If you have missed the deadline, or know you will miss the deadline, to submit your mitigating circumstances, you should let us know by contacting Student Central as soon as possible.**

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- 3.3.2. If the deadline to submit mitigating circumstances has passed (i.e. it is more than 14 calendar days after the assessment submission deadline) you will no longer be able to submit a mitigating circumstances request for that assessment using the Online Mitigating Circumstances Form. Therefore, if you miss the deadline, instead you need to contact us via Student Central to tell us about your mitigating circumstances.
- 3.3.3. If you submit your mitigating circumstances request late, but the final Mitigating Circumstances Panel prior to the Board of Examiners has **not** yet occurred, you will be asked to provide a statement explaining in full the reasons for why your mitigating circumstances request is late. This statement will be considered by designated trained staff within Academic Registry who will decide whether your late request should be accepted.
- 3.3.4. If you submit your mitigating circumstances request late, but the final Mitigating Circumstances Panel prior to the Board of Examiners **has** already occurred, your request cannot be considered. Instead, you must wait until your overall module (or unit) results are released after the Board of Examiners. You can then submit an appeal in line with the [Student Appeals Procedure \(opens new window\)](#).
- 3.3.5. Please note:
- If you submit your mitigating circumstances request late, your request will only be considered if there were unavoidable circumstances that stopped you from submitting your request on time (for example, hospitalisation, incarceration, or being unable to engage with the process due to ill health).
 - Not knowing about this procedure, or not realising your performance was affected until after seeing your results, will not normally count as a valid reason for submitting your request late.
 - Submitting your request late may delay your ability to progress on your programme or limit the actions we can take to mitigate the impact of the circumstances, even if your late request is accepted.

3.3 How long will it take to receive an outcome?

- 3.3.1 We will contact you in writing **within 10 working days** (working days are days that UCEM offices are open – this excludes weekends and holidays) of submitting your mitigating circumstances request to either:
- provide you an outcome; or
 - request further information or evidence by a set deadline.
- 3.3.2 Please note that all outcomes are provisional and subject to change until they are confirmed by the Board of Examiners (i.e. when your overall module (or unit) results are released).

3.4 How is my request for mitigating circumstances considered?

- 3.4.1 All requests for mitigating circumstances will first be reviewed by a member of the Academic Registry to confirm that all the relevant information, including acceptable evidence, has been provided.

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- 3.4.2 If you have not provided all the necessary information when you first submit, or if you are asked to submit evidence to verify your circumstances (in line with 3.2), you will be notified in writing and given one opportunity to submit the necessary information. You must ensure you meet the deadline set by the Academic Registry in the written communication. If you do not meet the deadline to submit the additional information or evidence, your request will be rejected, unless there were unavoidable circumstances that stopped you from submitting the additional information or evidence on time (for example, hospitalisation, incarceration, or being unable to engage with the process due to ill health).
- 3.4.3 Once a full and complete mitigating circumstances request has been received, the Mitigating Circumstances Panel will make a recommendation on your case. This recommendation is forwarded to the relevant Board of Examiners for consideration, who make the final decision. Recommendations from the Panel are usually accepted by the Board of Examiners, unless it is in your interest academically for them not to be.
- 3.4.4 Some recommendations will be made by designated trained staff within the Academic Registry on behalf of the Mitigating Circumstances Panel. These decisions will be based on this procedure and requirements agreed with the Mitigating Circumstances Panel. These recommendations are recorded in a way that an audit of the decision-making process is possible and are reported to the Mitigating Circumstances Panel.
- 3.4.5 The Mitigating Circumstances Panel (or designated trained Academic Registry staff) must balance a lot of considerations when making their recommendation. Some examples of these are given below.
- They will consider the nature of your mitigating circumstances and whether these circumstances would have impacted your ability to prepare for or complete your assessment.
 - They must also ensure that you have already demonstrated, or will have the opportunity to demonstrate, required learning outcomes.
 - They cannot change the academic judgment of the merit of any work you have submitted. This means that they cannot change individual assessment marks.
 - The aim of this procedure is to minimise the impact of mitigating circumstances on your performance, but it is also important that no unfair advantage is given to students who use this procedure. Therefore, the panel's aim is not to make demonstrating learning outcomes easier for you, but instead to put you again on an equal footing to your fellow students without mitigating circumstances.
 - They will consider the impact of their decision on your progression.

3.5 What will the outcome be?

Various possible outcomes are outlined below but outcomes are not limited to this list. Remember this outcome is provisional and subject to change until they are confirmed by the Board of Examiners (i.e. when your overall module (or unit) results are released).

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Possible outcomes:

- **The circumstances put forward do not qualify as mitigating circumstances and so no change will be made**
- **The circumstances put forward qualify as mitigating circumstances but are of a nature that it has been deemed unlikely that your performance was materially affected.**
- **Removal or amendment of late penalty***

*It is not possible to remove or amend late penalties for CMAs or resubmissions because no late submissions are accepted for CMAs or resubmissions.

- **Disregard attempt at the module (or unit)**

The attempt in question is disregarded and you will not be charged a fee for any subsequent attempts. Your next attempt, which should be at the next available opportunity provided by UCEM, will have no capping applied (unless your mark has previously been capped, for example because you failed, in which case the capping remains).

If any of your attempts are disregarded, but ultimately you fail the module at the final (fourth) attempt, you will automatically be granted two further attempts: a retake and a resubmission. You will also be referred to UCEM's [Fitness to Study Procedure \(opens new window\)](#) to ensure you receive the support required to enable you to be successful.

- **Disregard an element of a module's (or unit's) assessment affected by mitigating circumstances and re-calculate overall mark based on completed components**

This outcome can only be given if the panel are assured that you have already demonstrated, or will have the opportunity to demonstrate, required learning outcomes.

- **Use of formative assessment**

The panel may choose to use formative assessment completed for the affected module (or unit) in place of summative assessment affected by the mitigating circumstances. This may occur when one piece of work only has been affected and the other results suggest that if the mitigating circumstances had not occurred then you would have been able to submit a good standard piece of work.

This outcome can only be given if the panel are assured that you have already demonstrated, or will have the opportunity to demonstrate, required learning outcomes.

- **Further evidence required**

The panel can choose to request further evidence if they are unable to reach an outcome with what has been presented to them. The panel can choose to request evidence even if evidence was not originally requested.

In all cases (except where it has been decided your circumstances do not qualify as mitigating circumstances), the Board of Examiners will also consider the impact of all previous mitigating circumstances when considering students who are at a borderline grade boundary, close to award or are at risk of having your studies terminated.

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3.6 Other support

The Panel may also provide advice on your study or progression options in light of your mitigating circumstances, if applicable. This can include making the following referrals:

- **Referral to the Disability and Wellbeing Team**

The Disability and Wellbeing Team can discuss what long term support may be available to support you.

- **Referral to the Learning, Teaching and Enhancement Team**

The Learning, Teaching and Enhancement Team can signpost you to resources to help you with your academic studies and help you develop your academic study skills.

- **Referral to Alternative Assessment Procedure**

The panel may recommend that for your next attempt at the module (or unit) in question you are provided with an alternative assessment type. This recommendation would be considered in line with the [Alternative Assessment Procedure \(opens new window\)](#).

- **Referral to the Safeguarding Procedure**

The panel may notify the Safeguarding team via the [Safeguarding Procedure \(opens new window\)](#) of any Safeguarding concerns identified during the panel's consideration for your mitigating circumstances request.

- **Referral to the Fitness to Study Procedure**

Fitness to study is a student's ability to engage effectively and safely with their studies as a student of UCEM in accordance with the expectations set out in the Student Charter, without unreasonably affecting their wellbeing. This includes reaching the academic requirements of their programme, undertaking the learning and personal development activities required for their programme and engaging with the disability and wellbeing service at the earliest opportunity should the need arise. If the panel is concerned about your Fitness to Study, they may refer you to the [Fitness to Study Procedure \(opens new window\)](#) to ensure you receive the support you need to continue to study with us safely.

If the panel provides recommends future actions you should take to help your studies, and you do not follow this recommendation, this can be taking into account when considering future requests for mitigating circumstances.

3.7 Apprenticeship students

3.7.1 If you are an apprenticeship student:

- "Exceptional workload in the workplace" will not normally be accepted as mitigating circumstances as long as you have been receiving the required 20% off-the-job training time. If you are not receiving 20% off-the-job training time you should contact your Apprenticeship Outcomes Officer. Depending on the extent to which you have not received the required 20% off-the-job training time your Apprenticeship Outcomes Officer may provide a statement in support of your mitigating circumstances in which case your request would be considered.

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- You are advised to seek advice and guidance from your Apprenticeship Outcomes Officer if your mitigating circumstances may lead to you being unable to complete your apprenticeship by the planned end date.
- If you know you will miss, or have missed, a mandatory session. You should **not** use the Online Mitigating Circumstances Form to notify us of this. Instead, please contact your Apprenticeship Outcomes Officer directly to discuss your options.

4. What if I am not happy with the outcome?

- 4.1. You have the right to appeal against the decisions of the Mitigating Circumstances Panel. If you want to appeal you must do so within **10 working days** of receiving the outcome of the Mitigating Circumstances Panel. Please see the [Student Appeals Procedure \(opens new window\)](#) for more information.
- 4.2. If the Board of Examiners has changed the outcome provided by the Mitigating Circumstances Panel, then you can also appeal within 10 working days of receiving your overall module (or unit) results. Please see the [Student Appeals Procedure \(opens new window\)](#) for more information.
- 4.3. If you submitted your mitigating circumstances request late and it was not able to be considered (see section 3.3.4), you must wait until your overall module (or unit) results are released after the Board of Examiners. You can then submit an appeal in line with the [Student Appeals Procedure \(opens new window\)](#).

5. How will my personal information be dealt with?

- 5.1. UCEM are fully committed to treating your personal details with the utmost care and in line within our [Privacy and Data Protection Policies \(opens new window\)](#). This means we will treat students' personal information gathered from requests for mitigating circumstances confidentially, in line with the Data Protection Act 2018 and the General Data Protection Regulation 2016 (GDPR).
- 5.2. Relevant case information will only be disclosed to UCEM staff who are processing or deciding on your request. If you wish the information to remain more private, i.e. known to one or two people only, then you should discuss this, before submitting, with the Student Engagement Team via Student Central.
- 5.3. Identifiable information on your mitigating circumstances will be retained throughout your registration with UCEM and for 2 years after your end date with UCEM.
- 5.4. UCEM will keep anonymised summary details on requests for mitigating circumstances in order to be analysed for evidence to inform continuous improvement of process and provision.
- 5.5. In order to preserve the confidentiality of others, you are asked not to include personal information about third parties such as family members unless it is necessary to support your mitigating circumstances claim. If you do disclose personal information about someone else this will not be recorded other than noting whether information was shared and whether it was accepted.

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6. Additional Guidelines for Members of Staff

- 6.1. All requests should be considered on their individual facts.
- 6.2. Students are required to submit requests for mitigating circumstances for each module (or unit) they want considered. However, if a student's submission indicates that the circumstances the student is encountering, or has encountered, have had a wider effect than just the module (or unit) currently submitted for then the student should be contacted to determine whether they wish to submit requests for mitigating circumstances for other relevant modules (or units).
- 6.3. If a student's expectations appear to go beyond what we would normally do through this procedure, this should be explained to the student as soon as possible to manage their expectations about possible outcomes.
- 6.4. If a student's request for mitigating circumstances includes information that could be considered as a complaint, the student should be asked if they wish to make a formal complaint. Whether the outcome of the complaint needs to be known in order to make a decision on the student's mitigating circumstances request will vary and will be decided by the Mitigating Circumstances Panel and Complaints Officer.
- 6.5. Students who have provided evidence of a disability or long-term health condition to the Disability and Wellbeing Team will not be required to provide evidence in the case of flare-ups.
- 6.6. If the Mitigating Circumstances Panel decides on an outcome not listed in section 3.5, they should also consider whether it should be incorporated into this procedure in the future.

7. Monitoring and review

- 7.1. An annual report on anonymised cases of mitigating circumstances will be compiled and reported to relevant UCEM deliberative committees.

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Appendix A: Acceptable Evidence

If any official documents are only available on a language other than English, you are expected to also provide a translation. The translation can be certified, or you can translate the document yourself. If you translate the document yourself, we may conduct our own translation also. If it is found that you have deliberately mistranslated a document in order to gain an advantage penalties will be applied in line with the Academic Misconduct Procedure.

If you have provided evidence of a disability or long-term health condition to the Disability and Wellbeing Team, you will not be required to provide evidence in the case of flare-ups.

Examples of Mitigating Circumstances	Examples of Valid Evidence (The evidence must be relevant to the circumstances in question)
Illness or injury (including mental health issues)*	<ul style="list-style-type: none"> • Doctor's letter, consultant's letter, letter from therapist, letter from hospital, hospital admittance/release form, prescription • Statutory sick pay (SSP) form letter from employer • Email or letter from employer (from
The serious illness or death of a close friend or family member	<ul style="list-style-type: none"> • Doctor's letter, consultant's letter, letter from hospital, hospital admittance/release form, prescription • Statutory sick pay (SSP) form letter from employer • Death certificate, order of service, obituary or news report • Email or letter from family member or friend aware of the illness or death and how it has impacted you
Personal difficulties e.g. significant family difficulties, unwanted pregnancy, accommodation crisis such as eviction or the home becoming uninhabitable	<ul style="list-style-type: none"> • Doctor's letter/ abortion appointment letter • Eviction papers or other official letters referring to accommodation status • Divorce or other legal papers <p>If none of the above are available or relevant to your personal difficulties, please provide and email or letter from someone who can confirm the personal difficulties you have been experiencing and their impact on you.</p>
Being the victim of a crime	<ul style="list-style-type: none"> • Police report or letter from victim advocate
Court attendance	<ul style="list-style-type: none"> • Official correspondence from court/ tribunal
Discharge of public service such as active service in the armed forces, jury duty or national service	<ul style="list-style-type: none"> • Letter of deployment • Official correspondence from court

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Examples of Mitigating Circumstances	Examples of Valid Evidence (The evidence must be relevant to the circumstances in question)
Unexpected caring responsibilities e.g. where pre-established caring arrangements temporarily break down	<ul style="list-style-type: none"> Email or letter from person/nurse/care home/day facility who was supposed to provide care
Natural disaster; epidemic; terrorist attack, war or armed conflict	<ul style="list-style-type: none"> Generally, these circumstances would be a matter of public record and so no evidence is required. However, you should outline in your Online Mitigating Circumstances Form how these circumstances impacted you specifically.
Exceptional workload in the workplace	<ul style="list-style-type: none"> Email or letter from employer (from work email or on headed paper) If an apprenticeship student: Supporting statement from your AOO
Pregnancy and maternity (up to 26 weeks following birth)	<ul style="list-style-type: none"> Doctor's letter, consultant's letter, letter from hospital, hospital admittance/release form, prescription
Long-term significant personal financial hardship	<ul style="list-style-type: none"> 2 months consecutive latest bank statements Doctor's letter (if affecting your health)
Redundancy or threat of redundancy	<ul style="list-style-type: none"> Email or letter from employer (from work email or on headed paper)
Failure of electricity or equipment outside of your control.	<ul style="list-style-type: none"> Repair bill Email/ letter from IT department/employer Email/ letter from internet/electricity service provider
Special educational needs for which appropriate adjustment could not be made, or, where adjustment was made it was not sufficient	<ul style="list-style-type: none"> Doctor's/consultant's letter Educational psychologist's letter
Safeguarding concerns	<ul style="list-style-type: none"> Doctor's letter, supporting statement from UCEM Safeguarding Team