

MITIGATING CIRCUMSTANCES CLAIM

This document is for guidance only and does not form part of the procedure. The full procedure and further guidance can be found at:

[https://metranet.londonmet.ac.uk/registry/\\$services/\\$coursework-exams/mitigating-circumstances.cfm#Student Guidance](https://metranet.londonmet.ac.uk/registry/$services/$coursework-exams/mitigating-circumstances.cfm#Student%20Guidance)

FOR

- Non-submission of coursework
- Non-attendance at an exam, class test or presentation
- Impaired academic performance in an examination, class test or presentation

Impaired performance cannot be claimed with regard to coursework

CAUSED BY

- Loss of close relative
- Serious short term illness or accident
- Deterioration of a long term physical health and / or mental health condition
- Significant adverse personal/family circumstances
- Other serious unforeseen factors

COLLECT EVIDENCE

Your evidence has to cover the assessment date

Original (not a photocopy) signed letter

- From appropriate third party - GP, hospital consultant, solicitor, University Counsellor

Detailing the circumstance, its duration and its impact

Relevant to the assessment period in question

In English or with provided official translation

FILL IN THE FORM

- You can find the form on [http://metranet.londonmet.ac.uk/registry/\\$services/\\$coursework-exams/mitigating-circumstances.cfm](http://metranet.londonmet.ac.uk/registry/$services/$coursework-exams/mitigating-circumstances.cfm)
- It is important that you keep a copy of your claim for your own record

SUBMIT

- To your Student Hub - Aldgate Hub, Holloway Hub or Moorgate Hub
- Within **FOUR WEEKS** from the published submission date of the component concerned or the date of the examination

OUTCOME

- Mitigation outcomes are published on e-vision - see www.londonmet.ac.uk/evision
- You will be notified when your mitigating circumstances outcomes are available to view

REJECTED CLAIM

How to book an appointment:

To book appointments please contact the Students' Union Reception team via:

Email: studentsunion@londonmet.ac.uk

Telephone: 020 7133 4171