# **Mitigating Circumstances Panel Outcome Record**

**Registry use:**

Student name:

Date MC Form received:

Nature of circumstances:

Illness or injury  Bereavement  Personal/psychological

Other (specify)

Independent documentary evidence attached?  Yes  No

*Where ‘No’ the claim will be returned to the student without proceeding to a Panel meeting*

**Panel use:**

Check List (definition and conditions) – Is the Panel satisfied that the circumstances:

**1** significantly disrupted (or will disrupt) assessment performance?  Yes  No

**2** were unforeseeable and unavoidable?  Yes  No

**3** were/are directly related to the timing of an assessment(s)?   Yes  No

**4** are substantiated by independent documentary evidence?   Yes  No

*If ‘No’ to any the claim will be rejected; students will be notified of the reasons for rejection*

**Panel recommendations:**

**Validity of claim?**Accepted  Rejected

*Where ‘Rejected’ reasons for rejection:*

**Recommendation to Assessment Board:** (tick)

1. Extension (late submission) for an uncapped (1st attempt) mark

*By (date):*

2.Extension (late submission) for a capped mark (resits only)

*By (date):*

3. Deferral of assessment (date to be confirmed by Assessment Board)

4. Condonement of Absence (Professional Conduct)

5. Interruption of programme of study

Additional Comments:

**Authorised by:**

**MCP Chair: Date:**

**MCP Secretary: Date:**