



Coleg Gwent Higher Education Pearson Programme Mitigating Circumstances Procedure

Date Equality Impact Assessment Completed:	August 2021
Approved By:	College Management Team
Date Approved:	August 2023
Author:	Head of Higher Education
Review Date:	August 2025

the student has a borderline mark
there is evidence that the mitigating circumstances had an impact beyond specific modules in which allowances have already been made
it is not possible to make allowances retrospectively at module level e.g. because of the nature of the assessment method

The Higher Education Assessment Board may also decide to defer the decision until further details are obtained.

If a student attends a module but is unable to sit examinations or complete coursework because of Mitigating circumstances, the student may:

Sit a supplementary examination or complete coursework before the meeting of the Assessment Board or

Sit a supplementary examination or complete coursework as a first attempt before or during the re sit examination period

Evidence Based

In the interests of equity and transparency applications for mitigating circumstances must be supported by relevant and independent evidence to corroborate the claim made. This can include:

Death certificates
Medical certificates or GP letters
Legal Notices.

Medical certificates are acceptable if they:

are signed by a medical practitioner who has seen the student during or immediately after a period of illness

Time management problems (e.g. competing deadlines)
Appointments (legal, medical etc) which could be rearranged

Outcome (For College Use Only)

Decision of the Programme Leader