

APPENDIX A. EVIDENCE REQUIRED FOR MITIGATING CIRCUMSTANCES CLAIMS

Mitigating Circumstance	Evidence MUST include:
<p>A <u>significant deterioration</u> of a permanent or chronic condition which the student has already told us about and is covered under reasonable adjustments. Where this permanent condition has already been adequately adjusted for through Special Examination arrangements or other reasonable adjustments only the deterioration counts as a Mitigating Circumstance.</p>	<p>(i) Letter from health professional, or Disability Services, or Mental Health and Well Being on official, headed paper (or have an official stamp) confirming deterioration with dates AND (ii) Must be written at the time of the deterioration* AND (iii) Must attest to evidenced impact on the student.</p>
<p>Serious illness (physical or mental), accident or severe trauma at the time of the assessment or during the preparation for it.</p>	<p>(i) Letter from an appropriately qualified health professional (e.g. medical doctor, nurse) on official, headed paper or have an official stamp confirming illness with dates AND (ii) Must be recorded at the time* of the serious illness, accident or trauma AND (iii) Must attest to evidenced impact on the student.</p>
<p>Death of someone close to the student. Bereavement at assessment time or in preparation for it earlier in the academic year (not normally more than 6 months after the event). 'Someone close' can mean parents or guardians, children, siblings, a spouse or partner. It may include friends, in-laws, grandparents and grandchildren, <u>if it can be demonstrated that the relationship was close.</u></p>	<p>(i) If relationship is close and death occurred within the last six months, copy of the death certificate or order of funeral service in case of a death certificate not being available OR (ii) If death occurred more than six months ago, evidence of impact on ability to do the assessment; such as from a doctor or counsellor or Students' Union Advice Centre. OR (iii) If relationship is not close and regardless of time of death, evidence of impact on your ability to do the assessment, such as from doctor or counsellor or Students' Union Advice Centre.</p>

<p>Late diagnosis of a Specific Learning Difficulty. Only eligible when diagnosis is obtained too late (after the University deadline) for reasonable adjustments to be made by way of special exam arrangements.</p>	<p>Diagnosis letter and confirmation from the Department or Disability Services that it was submitted too late and missed the University deadline.</p>
<p>Bullying, harassment or threatening behaviour.</p>	<p>(i) Report from Senior Tutor or Student Support Services or Students' Union Advice Centre outlining nature of circumstance with dates affected and evidence of impact AND (ii) If appropriate copies of relevant emails, screenshots, videos, social media posts, witness statements, or other communications (with dates where possible) that illustrate bullying, harassment or threatening behaviour may be requested by the Department.</p>
<p>You are the victim of a crime/assault</p>	<p>(i) Official police report giving the date of the crime OR a letter from health professional, or Senior Tutor, or Student Support or counsellor or Students' Union Advice Centre explaining how the circumstances are affecting your ability to do the assessment. AND (ii) Crime reference number.</p>

*Medical notes must demonstrate advice or treatment was sought at the time, or soon after any illness. Post-hoc disclosure weeks or months later will carry little weight or may not be eligible.