MITIGATING CIRCUMSTANCES: GUIDANCE FOR DEPARTMENTS

MITIGATING CIRCUMSTANCES (MCs)
During the course of study a student may experience exceptional unforeseen short term circumstances which are outside the student’s control and might have a detrimental effect on their studies. Some students have a late identification of a disability and so reasonable adjustments to assessments may not be in place. Both scenarios are dealt with through the University’s mitigating circumstances procedure. It is important that students should always tell their Personal Tutor/Departmental Senior Tutor of any mitigating circumstances or reasonable adjustments needs as early as possible to ensure that appropriate support is put in place.

1. DEFINITION
Mitigating circumstances are defined as:

- Situations that the student could not have predicted and had no control over (e.g. serious illness, death of someone close, being the victim of a crime, family difficulties and unforeseen financial hardship);
- Situations with significant impact on the student’s ability to undertake assessments/examinations which are independently evidenced in a timely fashion; (e.g. doctor’s note during illness showing duration and level of negative impact);
- Situations that are acute or short term, the timing of which are relevant to the impact on study (normally within three weeks of the relevant assessment event or deadline).

In general terms, mitigating circumstances must be (a) significant (they have more than a minor impact on a student), (b) unexpected (the student must have had no prior knowledge of the event), (c) unpreventable (there was no reasonable steps the student could have taken to prevent the event), (d) relevant (the student must be able to link the event, and its impact to the period for which their claim is being made) and (e) corroborated (it must be independently verifiable and the evidence must meet the University requirements-see appendix A).

NOTE: Long term chronic conditions (normally greater than a term in duration and that are likely to be ongoing) and disabilities are dealt with under the reasonable adjustments (RA’s) policy which can be viewed at: https://warwick.ac.uk/services/disability/howwecanhelp/

2. UNIVERSITY SUPPORT FOR MITIGATING CIRCUMSTANCES
The University offers support through a number of mechanisms for individual mitigating circumstances. If a student is in any doubt about whether their situation is eligible as a mitigating circumstance they should be signposted to their Personal Tutor or the Departmental Senior Tutor or Programme Team. The Student Handbook MUST specify who should be consulted in the first instance in your department about mitigating circumstances. Additionally, they may wish to consult staff outside their department for extra support and guidance, e.g. Wellbeing Support Services or one of the advisors at the Students’ Union Advice Centre. Even if their circumstance is not eligible for consideration it may nevertheless be something for which they should seek support.

NOTE: A successful mitigating circumstance case does not excuse a student in any year from an assessment as the learning outcomes for the module(s) affected must still be undertaken. It may lead to an extension for assessed work or a resit opportunity (as a first attempt or for a capped mark) for any test, oral or written examination (to be taken at the earliest scheduled opportunity).
3. CONFIDENTIALITY
Information provided by students is sensitive and MUST be treated confidentially and in line with General Data Protection Regulation (GDPR). A student who believes that the mitigating circumstances submission contains sensitive personal information and/or highly confidential evidence, may submit their mitigating circumstances marked “strictly confidential and for the attention of the Chair of the mitigating circumstances panel only”. The information will be relayed by the Chair to the Mitigating Circumstances Panel (MCP) in each Department and/or Faculty without divulging the details of the sensitive nature of the information, subsequently, the MCP will decide on the recommendation to be made to the Board of Examiners. Any further communications to other bodies (such as to Boards of Examiners and/or module leaders) is ONLY permitted to list the type of mitigation agreed and reporting the appropriate grading of the MC submission AND NOT the details of the circumstances or any evidence or how it was assessed.

4. REPORTING OF MITIGATING CIRCUMSTANCES
While it is acknowledged that some students may be reluctant or not comfortable disclosing relevant information pertaining to private or sensitive issues or mental or physical health difficulties which are impacting on academic progression, this cannot be used as an excuse not to do so. We cannot take into account circumstances that we are not told about. To ensure fairness to all students, it is the student’s responsibility to fully disclose all mitigating circumstances relevant to them within the time frames laid down by the department. Once marks have been officially released to a student, it is too late to submit mitigating circumstances and retrospective applications. Consequently, mitigation where a student did not wish to raise their issues until they received their results, will not normally be considered or accepted. All applications for mitigating circumstances are treated confidentially, and only a small number of staff will sit on the panel which decides the outcome.

What if the student misses the deadline? Mitigating circumstances not submitted by the relevant deadline cannot be considered by the appropriate Board of Examiners and may only be considered by an Academic Appeals Committee as part of an academic appeal, please see Regulation 42 at:

https://warwick.ac.uk/services/gov/calendar/section2/regulations/reg42academicappeals

An Academic Appeals Committee will only consider mitigating circumstances reported outside the deadlines if there is an exceptional reason why the submission was not presented at the correct time. The reason must be evidenced by independent supporting documentation highlighting why it wasn’t presented before the deadline (e.g. it took a long time to diagnose a mental illness etc.).

5. SUBMISSION OF INFORMATION
- Students should normally discuss their mitigating circumstances with their Personal Tutor or a Departmental Senior Tutor or the Programme Team before submission, this allows the student to be signposted to relevant University support services.
- Students should fill out the mitigating circumstances form as published by their department AND ATTACH their independent evidence.
- Joint Honours students MUST make their request to their home School/Department, unless it is an extension request for an individual piece of work which will have to be made to the School owning the module.

6. GUIDANCE ON TYPES OF MITIGATING CIRCUMSTANCE
In principle, if a circumstance requires treatment or support by a professional or a University Support Service, it is likely to qualify as a mitigating circumstance. If no support has been accessed then it might not be serious enough to warrant mitigation. For example, if an illness does not require
medical treatment (e.g. medication prescribed by a GP, GP visit or a referral to specialist physical or mental health services) or is minor (e.g. cough or cold) then it will not normally be eligible. Similarly, typical short term assessment/examination stress and anxiety is expected and normal and might not meet the mitigating circumstance criteria. Students who have been diagnosed with long term mental or physical health conditions (e.g. anxiety, panic attacks) may be eligible for reasonable adjustments for study which are recommended by either the Mental Health and Well Being Team or Disability Services (https://warwick.ac.uk/services/disability/howwecanhelp). Students would need to provide additional evidence of worsening or new symptoms or any other circumstances that would have impacted on their academic performance during the assessment period to meet the mitigating circumstances criteria.

NOTE: Evidence of serious physical or mental illness must demonstrate that advice or treatment was sought at the time, or soon after any illness. Post-hoc disclosure weeks or months later would not normally be eligible or will carry very little weight.

Claims based on the following fall normally within the definition of mitigating circumstances (the list is not exhaustive)

- A significant deterioration of a permanent or chronic condition close to assessment (normally within three weeks of the assessment due) which students have already reported and is already covered by reasonable adjustments OR/IF the reasonable adjustments do not fully address the impact of the condition and still leave a student at a disadvantage over others.
- Serious illness (physical or mental), accident or severe trauma at the time of the assessment or during the preparation for it.
- Death of someone close to the student around the time of the assessment.
- Serious illness or accident (including significant caring responsibilities) of someone close to the student at the time of the assessment.
- Significant change in employment circumstances beyond the control of the student (part-time students only).
- Significant change in personal or unforeseen financial circumstances (e.g. divorce of student, fire, court appearance by student, acute accommodation crisis).
- Late diagnosis of a disability, including Specific Learning Difficulty (SpLD).
- Bullying, harassment or threatening behaviour.
- Victim of a crime or involvement in a criminal case (e.g. as a witness).

NOTE: This list is not exhaustive and if you feel that a claim for mitigating circumstances is received which is not listed above, but does in your opinion represent a mitigating circumstance, you should seek advice from the relevant Academic Director of Undergraduate or Postgraduate Studies to ascertain if the mitigating circumstance reported falls within the definition of mitigating circumstances.

Claims based on the following would not normally be considered to fall within the definition of mitigating circumstances (the list is NOT exhaustive).

- A permanent or chronic condition which is covered by reasonable adjustments.
- Circumstances that do not relate to the assessment period in question unless independent evidence is provided which demonstrates the ongoing detrimental impact of a personal situation/medical condition.
- Minor illnesses, minor injuries (e.g. coughs, colds etc.) not requiring treatment from a qualified practitioner and that in a work situation would not normally lead to absence.
• Illness for which no contemporaneous evidence is available (e.g. evidence which demonstrates the student sought medical advice or intervention at the time of the illness). An exception could be certain mental illness where the student was not aware they were ill at the time.
• Minor illnesses of relatives (unless their main or shared carer).
• Examination stress and anxiety, unless a flare-up of a pre-diagnosed illness/condition.
• Stress or symptoms of anxiety or low mood which do not meet the criteria or threshold for a diagnosis of an anxiety or mood disorder by a health professional.
• Pressure of academic workload.
• Computer, printer or other IT failure.
• Travel disruption (e.g. traffic jams, delayed trains).
• Misreading or misinterpreting of assessment title, assessment dates, time and deadlines.
• Claims submitted without independent supporting evidence.
• Assessment dates being clustered or close together unless there has been a specific recommendation for reasonable adjustments which includes spacing of assessment dates.
• Employment or other types of external work (unless due to hardship that could not be foreseen).
• Non-academic activities and events (such as holiday, moving house, weddings, normal sporting events etc.) that were foreseeable and preventable.
• Late disclosure of circumstances on the basis that the student did not feel comfortable submitting mitigating circumstances prior to the relevant Board of Examiners’ meeting where marks are confirmed (i.e. only submitting mitigation after they have failed an assessment.)
• Staff absence due to illness or other unforeseen circumstance.
• Ignorance of the regulations or examination or assessment arrangements.

7 ACCEPTABLE EVIDENCE
Evidence is a vital part of a mitigating circumstances submission. Without it the claim MUST be rejected. It must be:

• Written by an independent qualified practitioner\(^1\) (letters from relatives are not acceptable); dated and written on headed or official notepaper and in English. If the letter is in another language students must provide both a copy of the original note and a certified translation into English. The University may seek to verify the accuracy of the translation provided.
• Photocopy or scanned evidence is acceptable.
• Written around the time when the student was experiencing mitigating circumstances in order for an assessment to be made on the impact on the student’s assessment performance. Post-hoc evidence (that written sometime after the event)\(^2\) will not normally

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\(^1\) Where Mitigating Circumstances relate to physical or mental health conditions students should provide documentation from a medical practitioner or a practitioner who is registered with an appropriate professional body such as the British Association for Counselling and Psychotherapy, the UK Council for Psychotherapy, the British Psychological Society, or an appropriately qualified Student Support professional. Medical practitioners in the UK should be members of a recognised professional body such as the General Medical Council, Nursing and Midwifery Council, General Chiropractic Council, General Dental Council, General Optical Council, General Osteopathic Council, General Pharmaceutical Council, Health Professions Council or Pharmaceutical Society of Northern Ireland. If they have sought medical attention abroad the certificatory must be licensed to practise in the country in question. Where Mitigating Circumstances relate to non-medical conditions students should provide evidence from a solicitor, a court or tribunal officer, a police or fire officer, an official certificate (e.g. Birth or Death Certificate), a Departmental or Faculty Senior Tutor. University Services Evidence can also be obtained from the following Warwick services: Student Support, Financial Hardship, Disability Services and Mental Health and Well Being and the Students’ Union Advice Centre.

\(^2\) While post-hoc evidence is not acceptable, evidence written after the fact by a professional that is implicitly based on fact (or observations made at the time) is acceptable.
be accepted as it is not possible to evidence the impact of the claim on the individual during the period affected.

- Comprehensive and up to date evidence referring to physical or mental health should be obtained normally after an appropriate face-to-face consultation with a qualified practitioner. Evidence obtained via a consultation over the phone (unless from a UK GP) or over the internet may be given less weight, and will be rejected if it is has been written sometime after the event.
- If a student has informed the Department of mitigating circumstances but they are waiting for evidence and are worried it will not arrive in time, the student MUST highlight that they are still awaiting evidence, report when it was requested, when it is likely to arrive and who it will be coming from.
- The University reserves the right to check the legitimacy of any evidence provided. If any submission is found to be fabricated or altered then the student may be investigated under Regulation 23, Student Disciplinary Offences.

For a guide on the type of evidence required see appendix A.

8 DEADLINES
Mitigating Circumstances must be submitted to the Home Department using the Mitigating Circumstances Form as published in the departmental student handbook as soon as possible. DEADLINES: For extensions requests for individual pieces of work this must be as soon as possible and before the submission deadline. For all other mitigating circumstances submissions that might be relevant to a Board of Examiners by the departmental deadline provided in either the Student Handbook, by e-mail or notices on Moodle.

Mitigating circumstances not submitted by the relevant deadline cannot be considered by the School/Department and may only be considered by an Academic Appeals Committee as part of an academic appeal. Please see:

https://warwick.ac.uk/services/gov/calendar/section2/regulations/reg42academicappeals

An Academic Appeals Committee will not consider mitigating circumstances reported outside the deadlines as set out in the Mitigating Circumstances Policy unless the student can demonstrate that there is an exceptional reason why the submission was not presented at the correct time which must be accompanied by independent supporting evidence highlighting why it couldn’t be presented before the deadline.

9 OPERATION OF MITIGATING CIRCUMSTANCE PANELS3

Proposed Terms of Reference
- To consider under the authority of the Departmental Board of Examiners details of applications for mitigating circumstances and make recommendations on the outcome of each application to the Board of Examiners.
- To determine whether the circumstances submitted are acceptable grounds to grant mitigation and to grade them as rejected (R), weak (A), moderate (B) severe (C).
- To ensure that decisions are equitable and that there is consistency of treatment across cohorts.

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3 A survey of Departments highlighted the discrepancy in how Mitigating Circumstance Panels (MCP) operate and what they recommended to Exam Boards.
Specifically MCPs will take account of:

- Whether the mitigating circumstances are circumstances genuinely beyond the student’s control or ability to foresee and whether they seriously impaired the student’s assessment(s) attempt;
- Independent evidence as a guide to determine the impact of the event or circumstance on the student and their studies;
- The duration of the circumstance and their effect;
- The proximity of the circumstance to the assessment(s);
- Whether all/other assessment(s) might equally be affected;
- Whether there is verifiable and current third party evidence to support the request for underperformance.

The Chair of the MCP (normally the Departmental Senior Tutor) is authorised to approve applications for MCs outside the formal meeting only in exceptional cases where the case is clearly valid under the University Regulations on mitigation.

Membership of MCP’s

The MCP should typically include the Departmental Senior Tutor and recommended to act as Chair, the Director of Undergraduate/Postgraduate Studies, the Head of Department, the Chair of the Board of Examiners, the Secretary to the MCP, and the Director of Student Experience. Individual Departments must publish the membership of their MCP’s in the Student Handbook and their membership may be different if appropriate. The quorum of an MCP should be 3 members.

Acute mitigation (e.g. for assessed work extension requests)

The Director of Studies with input from the Chair of the MCP (normally the Departmental Senior Tutor) will review the mitigating circumstances in confidence and decide whether an extension or late submission penalty waiver is appropriate. A decision should be communicated to the student within 3 WORKING DAYS. The Board of Examiners will be notified of any decision (but NOT of the student’s mitigating circumstances behind it to ensure confidentiality). The outcome should be graded rejected (R), weak (A0), moderate (B0) or severe (C0) and the module code (including relevant dates) recorded for the exam board (e.g. CH161, 15/3/17-18/3/17, extension 3 days, B0). The ‘0’ records that the mitigation has already been taken into account thereby ensuring no ‘double counting’ at Boards of Examiners.

Chronic mitigation and other circumstances relevant for a Board of Examiners

BEST PRACTICE: Initial triaging: Evidence will be examined and the impact of the mitigating circumstances on the student, but not necessarily the circumstances themselves, determined. Mitigation will be graded (rejected (R), weak (A), moderate (B), severe (C)) in confidence by a Mitigating Circumstance Panel (MCP) INITIALLY WITHOUT KNOWLEDGE OF MARKS to ensure equity of scrutiny. The MCP must meet after the Departmental deadline for submission of MCs and before the Board of Examiners’ meeting. The panel will make recommendations based upon the type, timing, severity and robustness of evidence provided (see appendix A). The Board of Examiners will be notified of the decision but NOT of the student’s mitigating circumstances to ensure confidentiality.

Recommendations made to the Board of Examiners should be recorded in the MCP minutes. Students should be identified in discussions and in minutes by student ID number only. The record will include a brief summary of the discussion of the case. A student is entitled to know the outcome of their submission (e.g. rejected (R), weak (A), moderate (B) or severe (C)), however, details of the discussions held will not normally be disclosed. Departments should note that robust minutes are required for any consequent appeals or OIA investigations.
**Detailed recommendations:** Following the initial MCP meeting and once the majority of marks have been received, a second meeting of the MCP (or a pre-examination board with representation from the MCP) will make a more nuanced and formal recommendation to the Board of Examiners (for options see section 10). It is expected that this meeting will mainly concentrate on borderline students or those with severe mitigation. The timing of this meeting should be as close to the meeting of the Board of Examiners as possible.

*Depending upon the size of the cohort, Departmental administrative arrangements and localised timing constraints it is permitted to undertake the initial triaging (e.g. grading of MCs as R, A, B, or C) AND provide more detailed recommendations (see section 10) in the same meeting.*

**Guides for grading**

**Rejected:** The claim is rejected due to insufficient evidence, incomplete information, or does not meet the criteria for mitigating circumstances (see section 6).

**Weak:** (a) The mitigating circumstances were considered mild, and/or had little material effect on the student’s academic performance. For example, the circumstances fall within the normal level of everyday life that a person with normal emotional resilience would be expected to cope with. OR (b) There is weak evidence (or the evidence is post-hoc in nature) detailing the level of impact on the student making it impossible to assess the impact with reasonable certainty.

**Moderate:** Medical or other circumstances where substantial impairment of a student’s performance would be expected and is evidenced with some reasonable degree of certainty.

**Severe:** Severe circumstances which would be highly detrimental to a student’s academic performance and is evidenced with a high level of certainty.

### 10. POSSIBLE RECOMMENDATIONS FOR EXAMINATION BOARDS

The MCP (or pre-examination board) will take into account and reflect relevant factors such as the student’s mode of study, or mode of assessment and the decision will only be based on the evidence that has been presented to it in the original submission. Marks WILL NOT be changed for assessed work or examinations. Depending upon the severity of the circumstances possible recommendations of the MCP/PRE EXAMINATION BOARD can include (in rough order of outcomes for circumstances graded from mild to severe):

- The claim was rejected.
- The mitigating circumstances were considered weak, and/or had little material effect on the student’s academic performance. For example, the circumstances fall within the normal level of everyday life that a person with normal emotional resilience would be expected to cope with.
- Waive or reduce penalties for late submission of assessed work.
- A student who has failed to submit a piece of work for assessment with a credit weighting of 3 credits or less may have that piece of assessment waived if the Board of Examiners concludes it is not in the student’s interest (or it is not possible) to reschedule it. The unreliable component will be disregarded and the module mark will be recalculated.
- Allow further re-sit (examination)/re-submit (assessed work) opportunity. This would be as a final attempt so the marks will be capped at the pass mark and there will be no further opportunity to remedy failure.
- Allow a further sit (examination)/submit (assessed work) opportunity. This would be as a first attempt so marks will not be capped and there will be a further opportunity to remedy failure. Any marks achieved in the subsequent attempt will count as the original mark.
• Proceed with low credit to the next year of study. This decision must be made within University and Programme Regulations. Students must be notified of the implications this has on any future failure and for the achievement of their degree.

• Subject to any restrictions imposed by accreditation or professional certification, recommend to award a Degree (or other qualification), or award of a higher class of degree than would be merited by the marks returned.

• Recommend to the Academic Registrar that the student should be granted a repeat of the year in full as a final attempt so that the marks are capped at the pass mark and there will be no further attempt to remedy failure. Note this will incur another set of fees.

• Recommend to the Academic Registrar that the student should be granted a repeat of the year in full as a first attempt so that marks will not be capped (except for the MBChB programme) and there will be a further attempt to remedy failure. All previous marks achieved will be discounted. Note this will incur another set of fees.

An additional outcome at any level of severity may be:

• No action is required in terms of progress decisions, but the circumstances will be carried forward and be considered when determining the degree classification at the relevant level and at a future meeting of the Board of Examiners.

Decisions on cases concerning joint honours students will be made by the school in which the student is registered and will be communicated immediately to the other department(s).

11. WHY MIGHT CLAIMS BE REJECTED

• The form was incomplete or incorrectly submitted.
• The evidence was recorded and submitted after the relevant event and deadline for the MC submission without prior indication that it might be submitted late.
• The evidence submitted did not support the claim that the nature of the circumstances was over and above the normal difficulties that would be experienced by an average person with average resilience.
• The form was not submitted by the relevant deadline and the mitigation would not have prevented the claim being made before the deadline.
• No independent documentary evidence was supplied to support the request.
• There was insufficient evidence to show that the timing of the circumstances adversely affected the assessment.
• Sufficient mitigation has already been made for the same circumstances.
• The circumstance is a disability for which reasonable adjustments have been made.
**APPENDIX A. EVIDENCE REQUIRED FOR MITIGATING CIRCUMSTANCES CLAIMS**

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<tr>
<th>Mitigating Circumstance</th>
<th>Evidence MUST include:</th>
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<tr>
<td>A significant deterioration of a permanent or chronic condition which the student has</td>
<td>(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</td>
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<td>already told us about and is covered under reasonable adjustments. Where this permanent</td>
<td>(ii) Must be written at the time of the deterioration* AND</td>
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<td>condition has already been adequately adjusted for through Special Examination arrangements or other reasonable adjustments only the deterioration counts as a Mitigating Circumstance.</td>
<td>(iii) Must attest to evidenced impact on the student.</td>
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<td>Serious illness (physical or mental), accident or severe trauma at the time of the</td>
<td>(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</td>
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<td>assessment or during the preparation for it.</td>
<td>(ii) Must be recorded at the time* of the serious illness, accident or trauma AND</td>
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<td>(iii) Must attest to evidenced impact on the student.</td>
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<td>Death of someone close to the student. Bereavement at assessment time or in preparation</td>
<td>(i) If relationship is close and death occurred within the last six months, evidence that death has occurred must be submitted, this could be a copy of the death certificate or order of funeral service or death announcement in a newspaper or on the web OR</td>
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<td>for it earlier in the academic year (not normally more than 6 months after the event).</td>
<td>(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 University Wellbeing Services or Senior Tutor OR</td>
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<tr>
<td>‘Someone close’ can mean parents or guardians, children, siblings, a spouse or partner.</td>
<td>(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 a doctor or counsellor or Students’ Union Advice Centre or University Wellbeing Services or Senior Tutor.</td>
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<td>Serious illness or accident of someone close to the student at assessment time or in preparation for it earlier in the academic year. ‘Someone close’ can mean parents or guardians, children, siblings, a spouse or partner. It may include friends, in-laws, grandparents and grandchildren, if it can be demonstrated that the relationship was close.</td>
<td>EITHER: (i) Letter from health professional on official, headed paper or have an official stamp confirming the circumstances with the dates AND (ii) Evidence of closeness (e.g. statement from Personal Tutor, Student Support, counsellor or Students’ Union Advice Centre) AND (iii) Letter from health professional, or Student Support or counsellor explaining how the circumstances are affecting your ability to do the assessment. OR FOR CARERS: (i) Letter from health professional on official, headed paper or have an official stamp confirming the circumstances with the dates AND (ii) Proof that you have substantial care and support responsibilities for the person.</td>
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<td>Significant unforeseen change in employment circumstances beyond the control of the student (part-time students only).</td>
<td>(i) Letter from employer confirming new working hours AND/OR (ii) Statement from Personal Tutor or Senior Tutor or Student Support or Students’ Union Advice Centre attesting to impact on student.</td>
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<td>Unforeseen significant change in personal or financial circumstances (e.g. divorce of student, fire, court appearance or jury duty by student, acute accommodation issues of student, serious and unforeseeable transport disruptions such as road closure due to traffic accident).</td>
<td>Serious Family Problems (i) Letter from a doctor, solicitor or other professional person confirming the circumstances and dates (must be on official, headed paper) AND (ii) Evidence from a doctor, nurse or relevant professional of how the problem is affecting your ability to do the assessment. <strong>Change to financial circumstances:</strong> (i) Evidence proving unforeseen financial hardship, e.g. bank statements showing your current financial circumstances AND/OR (ii) Letter of support from Student Funding / Hardship Fund. <a href="https://warwick.ac.uk/services/academicoffice/funding/hardshipfunds">https://warwick.ac.uk/services/academicoffice/funding/hardshipfunds</a> <strong>Court Appearance/jury duty:</strong> (i) Letter from court with date student is expected to appear. <strong>Other issues not listed:</strong> Evidence provided must prove the circumstance exists (must be from independent source) with dates AND evidence from a doctor, nurse or relevant professional of how the problem is affecting your ability to do the assessment.</td>
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<td><strong>Late diagnosis of a Specific Learning Difficulty.</strong> Only eligible when diagnosis is obtained too late (after the University deadline) for reasonable adjustments to be made by way of special exam arrangements.</td>
<td>Diagnosis letter and confirmation from the Department or Disability Services that it was submitted too late and missed the University deadline.</td>
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| **Bullying, harassment or threatening behaviour.** | (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. |
| **You are the victim of a crime/assault** | (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.  
(ii) Crime reference number. |

*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.*