MITIGATING CIRCUMSTANCES: ADVICE FOR STUDENTS

MITIGATING CIRCUMSTANCES (MCs)

During the course of your studies, you may experience exceptional unforeseen circumstances which are outside your control and might have a detrimental effect on your studies. Some students have a late identification of a specific learning need/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 you always tell your Personal Tutor/Departmental Senior Tutor of any mitigating circumstances or reasonable adjustment needs as early as possible to ensure that appropriate support is put in place.

You should submit your mitigation to the ‘Personal Circumstances’ tab in Tabula, which you can access through your personal student tabula page (or for WBS students in myWBS). All coronavirus related personal circumstances are eligible for mitigation.

1. DEFINITION

Mitigating circumstances are defined as:

- Situations that you could not have predicted and had no control over (for instance, serious illness, death of someone close, being the victim of a crime, family difficulties and unforeseen financial hardship, self-isolation due to coronavirus, caring issues due to coronavirus, an inability to travel to the UK because of coronavirus restrictions or problems with remote IT provision);

- Situations with a significant impact on your ability to undertake assessments/examinations which are normally independently evidenced in a timely fashion¹; (e.g. doctor’s note during illness showing duration and level of negative impact), although evidence may be difficult or impossible to obtain during the coronavirus pandemic;

- Situations that are acute and which have an impact over a short period relevant to your studies (normally within three weeks of the relevant assessment event or deadline). This expectation will be relaxed during the coronavirus pandemic.

In general terms, mitigating circumstances must be:

(a) Significant (they have more than a minor impact on you),
(b) Unexpected (you must have had no prior knowledge of the event),
(c) Unpreventable (there was no reasonable steps you could have taken to prevent the event),
(d) Relevant (you must be able to link the event, and its impact on the period for which your claim is being made) and
(e) Corroborated (it must be independently verifiable and the evidence must meet the University requirements - see appendix A)¹. The University has relaxed this criteria during the coronavirus outbreak to acknowledge the difficulty in obtaining such evidence. You

¹ Due to the coronavirus pandemic it may not be possible to obtain the required evidence in a timely manner, or at all. During the pandemic the University will be sympathetic to claims that do not contain such evidence as long as you can explain why it was not possible to obtain.
are encouraged to provide as much evidence as possible. Students should not compromise safety in order to obtain evidence.

**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/](https://warwick.ac.uk/services/disability/howwecanhelp/)

2. **UNIVERSITY SUPPORT FOR YOUR MITIGATING CIRCUMSTANCES**

The University offers support through a number of mechanisms for individual mitigating circumstances. If you are in any doubt about whether your situation is eligible as a mitigating circumstance you should consult either your Personal Tutor or the Departmental Senior Tutor. Your Student Handbook will specify who in your department you should consult about your mitigating circumstances in the first instance. Additionally, you may wish to consult staff outside your department for extra support and guidance (e.g. Wellbeing Support Services or the Students ’Union Advice Centre). Your circumstance may not be eligible for consideration. Nevertheless you may still wish to seek support.

**NOTE:** A successful mitigating circumstance case does not excuse you 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 further opportunity to attempt a test, oral or written examination (to be taken at the earliest scheduled opportunity).

3. **CONFIDENTIALITY**

Information provided by you is sensitive and will be treated confidentially and in line with the General Data Protection Regulation (GDPR). If you believe that the mitigating circumstances submission contains sensitive personal information and/or highly confidential evidence, you should submit your claim through the portal as normal but ensure that they tick the box marked 'I have sensitive evidence that I would prefer to show to a member of staff in person 'box. This will enable the student to make the claim without having to upload sensitive evidence. Instead the student should discuss their issue in complete confidence with the Departmental Chair of the Mitigating Circumstances Panel or the Departmental Senior Tutor (or personal tutor or another if appropriate). The information will be relayed 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 recommendations 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**

You may be reluctant or uncomfortable disclosing relevant information pertaining to private or sensitive issues or mental or physical health difficulties which are affecting your academic progression, but 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 your responsibility to fully disclose all relevant mitigating circumstances within the time frames laid down by your department. Once marks have been officially released to you, 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 I miss the deadline? Mitigating circumstances submitted after the relevant deadline cannot normally 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. Academic Appeals Committees often take place after the start of the next academic year which means that, if successful, a student may have to take a year out before re-joining their course or taking resit exams or assessments.

5. SUBMISSION OF INFORMATION

- You should normally discuss your mitigating circumstances with your Personal Tutor or a Departmental Senior Tutor before submission (this allows you to be signposted to relevant University support services).
- You must submit your mitigating circumstances via the Mitigating Circumstances Portal (the Personal Circumstances tab in Tabula or within myWBS), including uploading any independent supporting 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 your circumstance requires treatment or support by a professional or a University Support Service, it is likely to qualify as a mitigating circumstance. If an illness does not require medical treatment or is minor then it will not normally be eligible. Exceptions to this would be a suspected coronavirus illness where you may have been in self-isolation or a more serious illness where you have not been able to obtain medical support. 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 Wellbeing Support Services (https://warwick.ac.uk/services/disability/howwecanhelp/). Students would normally 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 was identified. Disclosure weeks or months later would not normally be eligible or would carry very little weight. An exception to this could be a suspected coronavirus illness where you may have been in self-isolation and have no medical evidence.

Claims based on the following fall normally within the definition of mitigation 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 you 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 you 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.
- Bereavement.
- Serious illness or accident of someone close to you at the time of the assessment
- Unforeseen significant caring responsibilities.
- Significant change in employment circumstances beyond your control (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).
- Coronavirus related self-isolation or illness.
- Caring responsibility (e.g. caring for children due to a school closure, caring for a sick relative or housemate).
- Inability to travel to the UK or obtain a visa due to coronavirus related concerns.
- Deterioration of a diagnosed condition due to coronavirus (e.g. increased anxiety or panic attacks).

**NOTE:** This list is not exhaustive. If you feel that you want to submit a claim for mitigating circumstances which is not listed above you should list the mitigating circumstances in your Personal Circumstances Portal submission and submit it for consideration as published by your department.

Claims based on the following would not normally be considered mitigating circumstances (this list is NOT exhaustive).

- A permanent or chronic condition which you have already told us about and 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. An exception might be that coronavirus related issue have not allowed you to study for a significant time.

- 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.

- Minor illnesses of relatives (unless you have substantial care or support responsibilities for the person).
• Examination stress and anxiety, unless this relates to 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.

• Pressure of academic workload.

• Computer, printer or other IT failure. An exception may be if you are undertaking remote on-line examinations or other remote teaching or do not have available a working internet connection when it is necessary to participate in distance learning and assessment.

• Temporary self-induced conditions, e.g. hangover.

• Travel disruption (e.g. traffic jams, delayed trains) unless directly related to coronavirus travel restrictions

• Misreading or misinterpreting of an assessment title, assessment dates, time and deadlines.

• Claims submitted without independent supporting evidence unless related to coronavirus.

• 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 that can be planned (such as holiday, moving house, weddings, normal sporting events etc.) or that were foreseeable and preventable.

• Late disclosure of circumstances on the basis that you 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.)

• Ignorance of the regulations or examination or assessment arrangements.

7. ACCEPTABLE EVIDENCE

Evidence is normally a vital part of a mitigating circumstances submission. Without it your claim could be rejected. However due to the coronavirus pandemic it may not be possible to obtain the required evidence in a timely manner, or at all. During the pandemic, the University will be sympathetic to claims that do not contain such evidence as long as you can explain why it was not possible to obtain. Reasonable efforts should be made to provide evidence where possible to help your department make an informed decision on you mitigation requests. You should not compromise your safety in order to obtain evidence. Photocopy or scanned evidence is acceptable. Where evidence is provided it should normally be:

• Written by an independent qualified practitioner\(^2\) (letters from relatives are not acceptable); dated and written on headed or official notepaper or via email and in English.

\(^2\) Where Mitigating Claims relate to physical or mental health conditions you 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,
If the letter is in another language you 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. The University will be sympathetic if it is not possible to obtain such evidence due to the coronavirus crisis.

- Written around the time you were experiencing your claim in order for an assessment to be made on the impact of your claim. Evidence written sometime after the event will not normally be accepted as it is not possible to evidence the impact of the claim on the individual during the period affected.\(^3\)

- Comprehensive and up to date evidence referring to physical or mental health should be obtained normally after an appropriate consultation with a qualified practitioner either in person or virtually (phone, internet).

If you are waiting for evidence and are worried it will not arrive in time before the mitigating circumstances deadline you should still submit your case but highlight that you are still awaiting evidence and 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 types of evidence required see appendix A.

8. **DEADLINES**

Mitigating Circumstances must be submitted to your Home Department as soon as possible, using the Personal Circumstances tab in Tabula (or through myWBS for WBS students) as published in the departmental student handbook.

**DEADLINES:** Mitigating circumstances submissions that might be relevant to a Board of Examiners should be submitted by the departmental deadline provided in either the Student Handbook, by e-mail or notices on Moodle. These will normally be published at the same time the exam timetable.

Mitigating circumstances not submitted by the relevant deadline will not normally be considered by the School/Department and may have to 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](https://warwick.ac.uk/services/gov/calendar/section2/regulations/reg42academicappeals)

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

---

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 you have sought medical attention abroad the certificatory must be licensed to practise in the country in question. Where your Mitigating Circumstances relate to **non-medical conditions** you should provide evidence from a solicitor, a court or tribunal officer, a police or fire officer, newspaper or website, 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 Wellbeing Support Services and the Students’ Union Advice Centre.

\(^3\) Evidence written after the fact by a professional that is based on observations made at the time is acceptable.
9. WHAT HAPPENS NEXT?

Requests for extensions: You should use your department’s current extension procedure to ask for extensions. If you require an automatic extension of 5 university working days you can self-certify for eligible assignments. Your Department must tell you if your assignment is eligible for self-certification. Exams, on-line exams and certain other types of assessments may not be eligible.

Other mitigating circumstances relevant for an exam board: Your evidence will be examined and impact of the mitigating circumstances, but not necessarily the circumstances themselves, will be graded (A-C, where A is less serious and C is most serious). You claim will be assessed in confidence by a Mitigating Circumstance Panel (MCP) in your Department. Claims will normally be assessed after the departmental deadline for submission and before the Board of Examiners’ meeting. The panel will make recommendations based upon the type, timing and severity of circumstances and any evidence provided. The MCP may typically include the Senior Tutor, the Director of Undergraduate/Postgraduate Studies, the Head of Department, the Chair of the Board of Examiners, the Secretary to the MCP, or the Director of Student Experience. Individual Departments will publish the membership of their MCPs in the Student Handbook and their membership may be different if appropriate. The Board of Examiners will be notified of the decision but NOT of your mitigating circumstances to ensure confidentiality.

Outcomes made to the Board of Examiners will be recorded 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, however, details of the discussions held will not normally be disclosed.

10. POSSIBLE OUTCOMES AT AN EXAM BOARD

The MCP will take into account and reflect relevant factors such as your mode of study, or mode of assessment and the decision will 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 Board of Examiners can include:

- The claim was rejected.
- The mitigating circumstances were considered weak, and/or had no material effect on your 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.

If the claim was supported, the Board of Examiners may reach on of the following outcomes:

- Waive or reduce penalties for late submission of assessed work.
- If you have failed to submit a piece of work for assessment with a credit weighting of 3 credits or less, you may have that piece of assessment waived. In this circumstance, the Board might conclude that it is not in your interest (or it is not possible) to reschedule it. The unreliable component will be disregarded and the module mark will be recalculated.
- Allow you a 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 you 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.

- Allow you to proceed with low credit to the next year of study. This decision must be made within University and Programme Regulations. You must be notified of the implications this has on any future failure and for the achievement of your 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 you 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.

- Recommend to the Academic Registrar that you 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.

An additional outcome at any level of severity may be:

- No action is required in terms of progression 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 you are registered and will be communicated immediately to the other department(s).

11. WHY MIGHT MY CLAIM BE REJECTED?

- Your submission was incomplete or incorrectly submitted.

- Your claim was submitted after the relevant event and deadline for MC submission without prior indication that it might be submitted late.

- The nature of the circumstances was not over and above the normal difficulties that would be experienced by an average person with average resilience.

- There was insufficient evidence to show that the timing of the circumstances adversely affected your assessment.

- Sufficient mitigation had already been made for the same circumstances.

- The circumstance is a disability for which reasonable adjustments had already been made.
APPENDIX A: UPDATED SUGGESTED EVIDENCE REQUIRED FOR MITIGATING CIRCUMSTANCES CLAIMS

Due to the coronavirus pandemic it may not be possible to obtain the required evidence set out in the table below in a timely manner, or at all. During the pandemic the University will be sympathetic to claims that do not contain such evidence as long as you explain why it has not been possible to obtain it. Any evidence from the list below that you are able to provide will help your Department make an informed decision on your mitigation request. You should not compromise your safety or the safety of others in order to obtain evidence.

<table>
<thead>
<tr>
<th>Mitigating Circumstance</th>
<th>Evidence required</th>
</tr>
</thead>
<tbody>
<tr>
<td>A required 14-day long self-isolation or quarantine due to somebody in your household having symptoms of coronavirus</td>
<td>If you remain symptom-free, then you do not need to provide any formal evidence other than explaining how this has affected your ability to study. If you require an extension for assessed work within this period please contact your department. If you are on campus or elsewhere and receive a test and trace notification then this could be submitted as evidence.</td>
</tr>
<tr>
<td>A required 7-day or 14-day long self-isolation or quarantine due to you having been told to self-isolate by a medically qualified person</td>
<td>Please provide evidence of the need to quarantine or the instruction from a medically qualified person. If your illness is mild, then you do not need to provide any formal evidence other than explaining how this has affected your ability to study. If you require an extension for assessed work within this period please contact your department. If you are on campus or elsewhere and receive a test and trace notification then this could be submitted as evidence.</td>
</tr>
<tr>
<td>Awaiting the result of a coronavirus test.</td>
<td>Please provide evidence of the result when known and tell us how this has affected your ability to study. If you require an extension for assessed work within this period please contact your department.</td>
</tr>
<tr>
<td>Diagnosed with coronavirus (10 day self-isolation) and/or a hospital inpatient</td>
<td>Please provide the date you were diagnosed and your notification and how this has affected your ability to study. If you require an extension for assessed work within this affected period, please contact your department if you are able to. If you admitted to hospital, please provide the length of time you were ill or hospitalised, and the name of the hospital where you were treated. We recognise that there will be times when it isn’t possible to submit this information at the time. This can be provided at a later date but if it is possible to inform your department of your circumstances in the meantime please do so.</td>
</tr>
<tr>
<td>Bereavement</td>
<td>If you do have documentation and feel able to share it, you can submit it within the portal. You do not need to submit evidence immediately. Alternatively, you can share information about your circumstances with your personal or senior tutor who can acknowledge your claim on your behalf, without the provision of evidence. Please tell us how the bereavement has affected your ability to study. If you require an extension for assessed work then contact your department. The evidence that is helpful, if available: (i) If the person in the relationship is close to you and the death occurred within the last six months, evidence of impact on your ability to undertake the assessment either through a short statement written yourself or obtained from sources such as a Personal or Senior Tutor doctor, counsellor or Students’ Union Advice Centre or Student Services OR a copy of the death certificate or order of funeral service or death announcement in a newspaper or on the web.</td>
</tr>
</tbody>
</table>


(iii) If the person in the relationship is not close to you, evidence of impact on your ability to undertake the assessment either through a short statement written yourself or obtained from sources such as a Personal or Senior Tutor, Doctor, Counsellor, Students’ Union Advice Centre or Student Services.

Definition: Someone ‘close’ can mean parents or guardians, children, siblings, a spouse or partner, friends, in-laws, grandparents, grandchildren and other family members.

| Carer for a coronavirus patient or family/household member required to self-isolate | Please provide the date the patient was diagnosed and/or entered hospital, the length of time they were ill or hospitalised, and the name of the hospital where they were treated. We recognise that there will be times when it isn’t possible to submit this information at the time. This can be provided at a later date but if it is possible to inform your department of your circumstances in the meantime please do so.

OR

The date from which the family/household member was required to self-isolate

AND

Please tell us how this has affected your ability to study. If you require an extension for assessed work then contact your department. |

| Carer of children due to school closure: If you are experiencing difficulties due to childcare (e.g. difficulty to fully participate in on-line teaching or assessment) | Please tell us how this has affected your ability to study and the name of the school(s) closed. If you require an extension for assessed work then contact your department. If you require more support or any other reasonable adjustment, please contact your department. |

| Not able to obtain a Visa to travel or unable to travel to the UK due to a travel ban resulting from coronavirus | Evidence is not required for students affected until 11th January 2021. From 12th January 2021 please provide us with any visa rejection letters or links to government advice/official travel restrictions or cancelled flight tickets. |

| My internet connection or IT provision failed/is not sufficient to undertake on-line teaching or assessment | Provide date and time of failure of internet connection or IT equipment. If your internet connection is not appropriate to participate in assessments or if you are not able to obtain certain teaching or examination materials due to your location, please contact your Department as soon as possible to discuss appropriate support. |

| A significant deterioration or change of a permanent or chronic condition which you have already told us about and is | If this permanent condition has already been adequately adjusted through Special Examination arrangements or other reasonable adjustments, it is only the deterioration or significant change of circumstance that can be considered as a Mitigating Circumstance.

An official letter or email from a health professional, or Disability Services or Counsellor or Senior Tutor or an email confirming... |
<table>
<thead>
<tr>
<th>Covered under reasonable adjustments or a change in circumstances that requires a new reasonable adjustment.</th>
<th>Deterioration with dates. This letter/email should be written around the time of the deterioration* and should attest to evidenced impact on the student.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A change in circumstances that requires a new reasonable adjustment that was not available in time.</td>
<td>In cases where circumstances have changed due to coronavirus and a student’s existing reasonable adjustments are no longer appropriate or any change was not available in time, the student should explain the effect this has had on their ability to carry out the assessment.</td>
</tr>
<tr>
<td>Serious illness (physical or mental), accident or trauma at the time of the assessment or during the preparation for it. Not coronavirus related.</td>
<td>The evidence that is helpful, if available: (i) Official letter or email from an appropriately qualified professional (e.g. medical doctor, nurse, counsellor) confirming dates affected. Normally this should have been recorded around the date* of the serious illness, accident or trauma and should attest to evidenced impact on the student. (ii) Evidence of impact on your ability to undertake the assessment obtained from sources such as a Personal or Senior Tutor, Doctor, Counsellor, Students’ Union Advice Centre, Report and Support, Student Services and other external support services.</td>
</tr>
<tr>
<td>Serious illness or accident (not-coronavirus related) impacting on someone close to you at assessment time or in preparation for an assessment 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, grandchildren and other family members.</td>
<td>EITHER (i) Official letter or email from a health professional confirming the circumstances with the dates OR (ii) Letter from Personal or Senior Tutor, health professional, or Student Support explaining how the circumstances are affecting your ability to do the assessment. OR FOR CARERS: (i) Official letter from health professional confirming the circumstances with the dates AND (ii) a statement written yourself or by a Personal or Senior Tutor, health professional, or Student Support to confirm that you have substantial care and support responsibilities for the person.</td>
</tr>
<tr>
<td>Significant change in your employment circumstances beyond your control.</td>
<td>(i) Evidence of unforeseen financial hardship, e.g. bank statements showing current financial circumstances, loss of job or redundancy AND/OR (ii) Statement from Personal tutor or Senior Tutor or Student Support, Student Funding or Students’ Union Advice Centre attesting to impact on student.</td>
</tr>
<tr>
<td>Unforeseen significant change in your personal or financial</td>
<td>Serious Family Problems (i) Letter from a doctor, solicitor or other professional person confirming the circumstances and dates AND/OR</td>
</tr>
</tbody>
</table>
| **circumstances** (e.g. divorce of student, fire, court appearance or jury duty by student, acute accommodation issues of student, parental difficulties that impact on your situation, serious and unforeseeable transport disruptions such as road closure due to traffic accident). | (ii) Evidence from a doctor, nurse or relevant professional, Personal Tutor, Senior Tutor, Student Support or Students’ Union Advice Centre attesting to the impact on your ability to carry out the assessment.  
**Unforeseen change due to financial circumstances:**  
(i) Evidence of unforeseen financial hardship, e.g. bank statements showing current financial circumstances, loss of job or redundancy AND/OR  
(ii) Letter of support from Student Funding/Hardship Fund.  
https://warwick.ac.uk/services/academicoffice/funding/hardshipfunds  
**Court Appearance/jury duty:**  
(i) Letter from court with date student is expected to appear.  
**Other issues not listed above:**  
Evidence provided should prove the circumstance exists (must be from independent source) with dates AND evidence from a doctor, nurse or relevant professional, Personal tutor or Senior Tutor or Student Support or Students’ Union Advice Centre attesting to the impact on your ability to carry out the assessment.  
**Late diagnosis of a Specific Learning Difficulty.** Allowable when diagnosis is obtained after the usual University deadline  
Diagnosis letter and confirmation from the Department or Disability Services that the diagnosis was submitted after the University deadline.  
**Bullying, harassment or threatening behaviour**  
(i) Statement from a Personal or Senior Tutor, Doctor, Counsellor, Students’ Union Advice Centre, Report and Support, Student Services or other external support service outlining nature of circumstance with dates affected and the impact on your ability to undertake the assessment.  
**Trauma - We are aware that trauma can take many forms and caused by a wide range of pressures arising from circumstances which may be specific to an individual. If something has occurred that has significantly impacted on your ability to engage with your academic studies please discuss what has occurred with your Personal Tutor, Departmental Senior Tutor, or the Wellbeing Support Service.**  
(i) Statement from a Personal or Senior Tutor, Doctor, Counsellor, Students’ Union Advice Centre, Report and Support, Student Services or other external support service outlining nature of circumstance with dates affected and the impact on your ability to undertake assessment. |
| You are the victim of a crime/assault | (i) Official police report giving the date of the crime OR a statement from a Personal or Senior Tutor, Doctor, Counsellor, Students’ Union Advice Centre, Report and Support, Student Services or other external support service outlining nature of circumstance with dates affected and the impact on your ability to undertake the assessment. |

*Medical notes should demonstrate that advice or treatment was sought around the time of any illness, or soon after any illness. Disclosure months later is likely to carry less weight or may not be allowable.*