



LEIA EDUCATIONAL TRUST

DISTANCE LEARNING COURSE MITIGATING CIRCUMSTANCES PROCEDURE

If you are unable through illness or other personal issue, to complete a CMA by the deadline, or you are unable to attend at the End Test centre, you may apply for mitigating circumstances to be taken into consideration.

Mitigating circumstances are events that have significantly disrupted your studies and must be serious or acute and beyond your ability to foresee and control.

Mitigating circumstances will only be considered as grounds for a maximum two week extension to CMA deadlines or deferring End Test assessments until the next semester.

Mitigating circumstances will not be considered as grounds for adjusting the scores awarded for CMA or End Tests already completed.

You are advised to involve your Company Contact or Mentor in all applications for mitigating circumstances.

You should complete the form at the end of this Procedure and obtain any independent supporting evidence, eg doctor's record, appointment letter or other evidence of the circumstances. You are advised to obtain your Company Contact's support and to include this in the claim. An application may be rejected if it does not contain the details identifying the unit and item (e.g. CMA, End Test) for which the application is submitted and the submission or test date. The date on which the mitigating circumstances affected your work must be included and should correspond with any information provided in third party evidence.

You are allowed to submit CMA up to two weeks after the initial CMA submission deadline, although this will normally attract a penalty of loss of marks. If you anticipate that you will not be able to submit in time, you may prepare a claim for mitigating circumstances, but this **MUST** normally be submitted before the timetabled deadline date. Applications for mitigating circumstances submitted after the deadline date will only be considered in exceptional circumstances.

The End Test occurs on a date selected by you at the end of your study. You are responsible for ensuring the date is compatible with holidays, workload etc. If you are aware of circumstances that are likely to cause you to be unable to attend, a claim for mitigating circumstances should be submitted a **minimum of 14 days** before the End Test date. If you should be too ill to attend the End Test centre on the day, you should advise the LEIA Examinations Officer immediately and also your Company Contact. A claim for mitigating circumstances should be submitted (along with evidence described) as soon as possible. Should you be taken ill during an End Test, a mitigating circumstances claim should still be made. LEIA will consider the Invigilator's report with the evidence.

You are allowed two attempts at the End Test. You will only have one opportunity to apply for mitigating circumstances for each attempt at the End Test. Mitigating circumstances applications will be considered for the first and second attempt. There is no third attempt and you must re-apply to join the unit and pay the appropriate fee.

This Procedure should be read in conjunction with the LEIA Mitigating Circumstances Policy

LEIA MITIGATING CIRCUMSTANCES APPLICATION Sheet 1**Name****Declaration**

I declare that the details included in this application, including any appended statements, are true and that I have read and understand the foregoing Mitigating Circumstances Procedure.

Signed**Date**

NOTE SHEETS 1 and 2 MUST BE PREPARED AND SUBMITTED FOR THIS PRO-FORMA TO BE VALID

