



THE UNIVERSITY OF
BUCKINGHAM

MEDICAL SCHOOL

MB ChB

Student Notification of Mitigating Circumstances

1 Introduction

This form is designed for you to notify the School of mitigating circumstances which may have affected your performance in any assessment.

This form must be completed in typed format. A Mitigating Circumstances form with relevant documentary evidence must be submitted in advance of the Mitigating Circumstances Group and Board of Examiners meeting related to your particular assessment. Students must submit evidence of mitigating circumstances before the start time of any assessment. In the case of events happening at or very close to the time of the assessment, immediately afterwards, and **in all cases at least 24 hours before the published time** of the Mitigating Circumstances Group. Where the examination consists of both a written and a clinical (OSCE) element the deadline for submission is **before the start time of any assessment** and you should also complete a Pastoral or Personal Tutor summary form. The Medical School reserves the right to verify the authenticity of any evidence submitted with the Mitigating circumstances form. Similarly, if you feel that your exam performance may have been adversely affected by an event occurring in the last 2 working days prior to an assessment or during the assessment itself, a Mitigating Circumstances form should be submitted within 5 working days of the completion of the assessment to which it relates.

Note: A student who presents themselves for an examination is declaring themselves fit to take that examination. The result of an assessment stands if a student becomes unwell during any part of an examination unless it can be shown that the student could not reasonably have foreseen that acute illness.

If you submit a Notification of Mitigating Circumstances form you must contact either your Personal Tutor or the Student Support Team. It is essential that you have read and understood the Regulations for the MB ChB programme and Code of Practice for Assessment before completing this form. The Student Support Lead will be able to help you (med-support@buckingham.ac.uk).

Student information	
Student name	
Student number	
Year of study	

Your assessments			
Assessment/ Examination title	Type of assessment	Date of examination	Did you attempt this assessment?
			Yes <input type="checkbox"/> No <input type="checkbox"/> Due to attempt <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/> Due to attempt <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/> Due to attempt <input type="checkbox"/>

Your mitigating circumstances
Please set out clearly and concisely details of the circumstances that you believe have affected your academic performance. Ensure that you provide as much detail as you possibly can relating to your circumstances and include all relevant supportive evidence:

Please provide the precise dates of the period(s) effected by your mitigating circumstances:

Please list the supporting evidence that you have attached to this form in support of your application. Please note that you are responsible for obtaining the appropriate evidence; the Medical School will not seek documentary evidence on your behalf:

Please note that supporting evidence must be written in English; where original documentation is written in another language please also provide a verified translation.

Have you submitted a Personal Tutor summary Form? Yes No

Have you submitted a Pastoral summary Form? Yes No

The information in this form and your supporting evidence will be considered by the Mitigating Circumstances Group. The most important thing to understand is that in the MB ChB, mitigation never affects marks, grades or whether or not you pass an assessment. It cannot permit you to progress into a subsequent year (or to graduate) if your examination performance would otherwise prevent this. Mitigation only affects how the Medical School deals with a student who has failed an assessment. If the Group agrees that your mitigating circumstances should be accepted as affecting your assessment/examination it will ask the Board of Examiners to take this into account when it makes a decision.

This form must be submitted to the Student Support Lead.

Document Version Information

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