



## **Guidance on Mitigating Circumstances and 'Fit to Sit/Submit' principle**

**Please note that, due to the ongoing COVID-19 situation, third party evidence is not required for any Mitigating Circumstances claims at this time.**

Bath Spa University has adopted a **Fit to Sit/Submit** principle which means that if you submit an assessment or sit an exam you are declaring yourself well enough to do so. If you submit an assessment or sit an exam, then you cannot later claim that your performance was affected by mitigating circumstances. Mitigating circumstances are defined as unexpected medical or personal events, which are outside your control, for example, suffering from a bereavement or illness.

Further information, as well as a link to the University's Mitigating Circumstances Policy, can be accessed on the following web page: [Student Hub: Mitigating Circumstances](#)

Exams and other assessments are designed to test your academic performance under a certain amount of stress, such as performing under exam conditions or completing a piece of work by a deadline. Feeling nervous about a deadline or not sleeping well before an exam is normal and should not be considered grounds for Mitigating Circumstances.

If you feel that your circumstances are seriously affecting your ability to prepare for or sit an assessment; you should not take the assessment and you should submit a Mitigating Circumstances claim in line with the Mitigating Circumstances Policy. Students will not be able to submit the assessment and also claim for mitigating circumstances in order to try to improve their grade.

Claims for Mitigating Circumstances will be considered on the following criteria:

- Severity of the problem
- Duration of the problem
- Relevance (how close is the affected period to the point of assessment)

**If your claim is approved**, your assessment will be deferred to the next assessment point. Your assessment will still be counted as a first attempt and the full range of marks will be available.

Approved mitigating circumstances do not excuse you from completing the assessment, and you will need to plan your workload carefully to ensure that you can catch up on any missed classes and submit your deferred assessment.

**If your claim is not approved**, your assessment will need to be submitted as usual. If you subsequently do not submit the assessment or fail the assessment, you will still be entitled to a second attempt (referred assessment) which will be capped at the pass mark.

<p><b>Short term issue</b> Mild illness/medical appointment</p>	<p>Contact your module leader to request an extension (usually one week)</p>
<p><b>Medium term issue</b> More serious illness, bereavement, recent diagnosis or unexpected worsening of a chronic illness</p>	<p>Submit a mitigating circumstances claim to defer the assessment to the next assessment point (usually August for undergraduates/next Trimester for postgraduates) Contact BSU support services for advice and guidance</p>
<p><b>Long term issue</b></p>	<p>Consider taking a break from your course (intercalation), changing to</p>

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<p>Ongoing illness, affecting attendance, not likely to improve before next assessment point</p>	<p>part-time study or requesting a repeat year of study</p>
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