

# HELSTON COMMUNITY COLLEGE

## ASPIRATION ▪ AMBITION ▪ ACHIEVEMENT



### MITIGATING CIRCUMSTANCES FOR QUALIFICATION GRADING 2021

Mitigating Circumstances are exceptional, unanticipated events that have had a significant impact on your ability to perform to your usual standard in assessments. If you feel that your performance has been affected by circumstances outside of your control (see Section 2 for examples), you must complete this form. Claims associated with managing the day-to-day stresses of life, e.g. a common cold, poorly planned revision, normal exam nerves, minor sports injuries, difficulties with friendships, etc., will normally not be categorised as exceptional circumstances worthy of mitigation.

Please complete this form if you wish to request:

- consideration of mitigating circumstances that may have affected your performance in an assessment or assessments in the past year
- consideration of mitigating circumstances that may affect your performance in your final assessments this year

Complete this form **IN FULL** & return it to your tutor

#### Section 1: Student Information

(BLOCK CAPITALS)

Forename:	Surname:
Year group:	Tutor group:

#### Section 2: Nature of Mitigating Circumstance (Please tick the box(es) that apply)

- COVID-19 RELATED ILLNESS OR IMPACT OF SELF-ISOLATION**  
Symptoms of Covid19 or self-isolation affecting you or a close family member or anxiety which is likely to have a significant effect on preparation or performance.
- PERSONAL ILLNESS OR ACCIDENT**  
An illness or accident which is likely to have a significant effect on preparation or performance.
- DEATH OF CLOSE RELATIVE OR FRIEND**  
Loss of a person very close to you. This usually means a parent, sibling or person with whom you live. Death of grandparents, aunts and uncles will only be considered in exceptional circumstances.
- SERIOUS ILLNESS OF A CLOSE RELATIVE OR FRIEND**  
Serious illness of a person very close to you. This usually means a parent, sibling or person with whom you live. It would be most unusual for grandparents, aunts or uncles to be included.
- PERSONAL OR OTHER CIRCUMSTANCES**  
Very serious personal or other unforeseeable circumstances which are likely to have a significant effect on preparation or performance.

#### Section 3: Supporting Statement

Please explain the **nature** and **impact** of your mitigating circumstances to assist the College when making a decision:

**Section 4: Evidence**

Is the College aware of these circumstances? (Please circle) **YES** **NO**

If you have answered YES, please indicate the person who is most likely to have a record of these circumstances.

If you have answered NO, then a member of staff will contact you to discuss your individual circumstances.

**Section 5: Details of Assessments Affected**

Please indicate what subjects and assessments have been affected by these circumstances e.g Mock exams, NEAs

I wish the College to take into account my application for mitigation in relation to the above assessments.

I declare the information I have given to be true.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Once receipted, your application will be considered by the mitigating circumstances panel and you will be notified of the outcome in due course. If you have applied for "consideration" you will not receive any notification of outcome in relation to this application.

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**RECEIPT of MITIGATING CIRCUMSTANCES FORM**

Received from (Print Name): \_\_\_\_\_

Received by (Print Name): \_\_\_\_\_ Date Received: \_\_\_\_\_