Royal Conservatoire of Scotland

Appendix 2 - PERSONAL MITIGATING CIRCUMSTANCES FORM

Please read the attached guidance notes carefully to assist you with the completion of this form. This form (and evidence) should be submitted to the AAS office (or by email to aas@rcs.ac.uk).

Please note that this PMC process does not cover requests to extend assessment deadlines (you should refer to the extension request procedures).

Name:			
Matriculation Number:			
Programme and Year of Study:		**Year:**	
Module: (*use the module title as listed on your Student Contract*)			
Assessment(s) affected: (*use the component title as listed on your Student Contract*)			

Please state the period to which the special circumstances relate:

From (date)	**To (date)**

Please describe the circumstances that have significantly affected your performance (see guidance notes). You should detail and make clear how these circumstances have had an impact for each assessment listed (*continue on a separate sheet if required*).

Documentary evidence provided (*see guidance notes – point 3*):

Please indicate if this evidence is to follow ☐	Date this evidence is due to be available:

If this PMC is to cover a period of less than 7 days that had an impact on assessments, you can submit a supporting statement from a member of Conservatoire staff. This should be a written account from staff who have directly witnessed the circumstances, or their impact on your wellbeing or ability to perform in assessment

Note: You must have logged your absence via Asimut. If the illness/ circumstances extend beyond 7 calendar days you must submit documentary evidence. Written accounts from your family or friends will not be taken into consideration if they have not directly witnessed the circumstances or if there is no other documentary evidence.

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To be completed by staff member:

Please provide an assessment of the impact of the circumstances mentioned on page 1 of this PMC on the student's performance.

Student Name:			
Matriculation Number:			
Programme and Year of Study:		**Year:**	

Note: this statement should confirm the content and facts of the PMC and not provide any medical or other diagnosis.

I confirm that I have directly witnessed the circumstances, or their impact on the student's wellbeing or ability to perform in assessment.

Signature:		**Date:**	

Please complete this section and return to the AAS Office (or complete this section and return to the student to submit with the completed PMC).

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Student declaration

I consent to this information being made available to the Board of Examiners, the Progress Committee and Special Circumstances Board of Examiners.

I declare that the information I have provided is correct and complete.

Signature:		**Date:**	

For office use only			
Form checked by:		Date:	
Approved by:		Date:	

Guidelines on Submitting the PMC Form (*read these notes before completing the form*)

Introduction

(a) The Conservatoire will consider making appropriate allowance for unforeseen and unavoidable circumstances which affect your attendance and performance if and when they are aware of them. If you experience problems that you think have negatively affected your performance or undertaking an assignment, always make a member of staff aware (e.g. Head of Programme/ Department; Module Co-ordinator; Conservatoire Counsellor) as soon as possible.

(b) It is your responsibility to report mitigating circumstances that may have had a significant negative impact on your performance in an assessment or examination, or caused you to be in a position to be unable to meet a deadline for submission of an assignment. It is also your responsibility to ensure that any documentary evidence to corroborate the mitigating circumstances is supplied.

(c) It is your responsibility to ensure that the form and documentary evidence is submitted to the AAS Office. You should keep a copy of this form for your records.

(d) If you need advice on completing this form, please contact your Head of Programme/ Department; the Conservatoire Counsellor or the AAS office.

Guidance on Mitigating Circumstances

1 Use this form only to report special circumstances that have had a significant and unexpected adverse effect on your studies. Mitigating circumstances describe situations which temporarily prevent you undertaking an assessment or significantly impair your performance in an assessment. They are circumstances beyond your control. The following are examples of circumstances that would be considered as mitigating circumstances:

- serious or incapacitating injury, illness or medical condition or emergency operation.
- a significant family or personal crisis (e.g. bereavement or a serious illness affecting a close family member).
- unforeseen, unpreventable events (e.g. being a victim of a criminal act, natural disaster, including severe weather affecting travel).

2 Normal life throws up difficulties, problems and minor illnesses that you will have to cope with during study in the same way as everyone does at work or at home. You are expected to take appropriate steps to minimise the impact of these since such events are unlikely to be accepted as valid claims under this process. The following are examples of circumstances which would **not** normally be considered:

- minor illness or ailment (unless they resulted in you being unable to perform).
- personal/domestic events that could have been planned for.
- choices in personal life (e.g. attending weddings, holidays etc). (*You should use the authorised absence process to request absence for these reasons*).
- exam nerves or self-diagnosed stress.
- transport or travel problems (unless caused by a recorded local/national crisis or a natural disaster).
- financial difficulties.
- failure or theft of your computer or other equipment being used to produce the work to be assessed, including work not being backed-up.
- poor management of time or misunderstanding of deadlines/dates (including failure of others to submit group assignments).

- long term illness or disability where earlier disclosure would have allowed appropriate adjustments to be made.

3 Applications **must** be accompanied by supporting evidence which should be stated on page 1 of this form. Supporting evidence might include.

- a doctor's note or medical certificate for the appropriate period.
- a note from a counsellor, religious leader or other appropriate professional individual who is relevant to the circumstance.
- for minor illnesses for a period of up to 7 days, you can submit a statement in support by a member of staff (see page 2). This will only be accepted if you have logged your absence via Asimut.

4 You do not need to submit a PMC form if the Conservatoire has taken your individual needs into account by making special provisions (e.g. a Learning Agreement or special arrangements for submitting assignments). If, however, these arrangements themselves have led to unexpected problems and/or you have been seriously disadvantaged during the completion of your work in ways described above, you should submit a PMC Form. You should give information only on how your work/performance was affected.

5 You should submit only one form for each module, even if you are reporting a number of instances of special circumstances at different periods during your study. Do not list all modules – only those where you feel you were adversely affected. You should submit a separate form for each module to which the special circumstances apply. Your form must arrive no later than 14 days after the published assessment date/deadline.

6 If, exceptionally, significant circumstances affecting your studies occur after this date, or if you only become aware of such circumstances after this date, you should contact your Head of Programme/Department stating why you were prevented from submitting the form by the assessment date/deadline. Forms that arrive late will be accepted only at the discretion of the Board of Examiners.

7 You should only report matters that have had a serious adverse effect on your studies. You must state clearly the link between your circumstances and the effect they have had on your work/performance. If you attended the exam and you feel you have not performed as well as you might have, had you not been unwell, then you can submit a mitigating circumstances form explaining the situation.

8 Jury duty will only be considered as a mitigating circumstance where a request for excusal was rejected by the Court Service. (*Note: formal excusal requests can only be provided by the AAS office on submission of the appropriate citation*).

9 In the case of bereavement you should still complete this PMC form. The Conservatoire understand that it may be difficult to provide documentary evidence. In these cases, you should ensure that your Head of Department/ Programme or the Conservatoire Counsellor is aware of the bereavement – they will then be able to support this PMC.

10 Boards of Examiners, Progress Committees and Special Circumstances Boards can give little or no weight to special circumstances not supported by any documentary evidence.

11 The details that you provide will be held confidentially. The Special Circumstances Board of Examiners will consider all PMCs. No information of the special circumstances will be revealed to the full Board of Examiners.

We take your privacy very seriously. Please find a copy of our Privacy Notice at
www.rcs.ac.uk/policy/privacy