

Document Title	Personal Mitigating Circumstances
Policy Area	Area 7: Supports for Learners
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Applies to	<input type="checkbox"/> All <input checked="" type="checkbox"/> Specific (QQI programmes and SQT accredited programmes involving assessment)
	<input type="checkbox"/> Staff only <input checked="" type="checkbox"/> Learners only <input type="checkbox"/> Staff and Learners

Document Owner	Director of Quality and Academic Affairs
Approved by	Academic Council

Approval date	1/3/19
Effective date	3/3/19

Related legislation, policies, procedures, guidelines and local protocols	<p>This policy has been designed with due regard to the following:</p> <ul style="list-style-type: none"> - Core Statutory Quality Assurance Guidelines (2016), QQI - Sector Specific Independent/Private Statutory Quality Assurance Guidelines (2016), QQI - Qualifications and Quality Assurance (Education and Training) Act 2012 - Assessment and Standards (2013 - Revised), QQI - Quality Assuring Assessment Guidelines for Providers (2013), QQI
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1. PURPOSE

This document sets out SQT's regulations governing personal mitigating circumstances and the procedure for submission of personal mitigating circumstances.

2. SCOPE/APPLICATION

This document is specific to QQI accredited courses and SQT validated programmes which are assessed internally.

Policies and procedures relating to personal mitigating circumstances for other awarding bodies are addressed by the awarding body in question and information is available through the Accreditation and Systems Manager.

3. DEFINITIONS

- **Personal Mitigating Circumstances** are defined as those unexpected / unplanned situations which arise that impact on an individual's ability to fulfil certain obligations or impacts on their performance.

4. RESPONSIBILITY

The Director of Quality and Academic Affairs is responsible for implementing this policy, with the support of the Accreditation and Systems Manager and in consultation with the relevant Programme Director and/or Tutors.

5. POLICY

Extenuating Circumstances also known as personal mitigating circumstances are considered to be exceptional conditions that temporarily prevent a learner from completing an assessment activity or that would seriously impair a learner's performance in an assessment.

The following are examples of circumstances under which SQT may consider giving compassionate consideration to the learner:

- medical reasons, in cases where the learner has been absent due to illness / injury and has submitted a medical certificate covering a substantial proportion of the time allowed for completion of the assessment in question.
- a physical injury or emotional trauma during a period four to six weeks previously.
- a physical disability or chronic or disabling condition such as epilepsy, glandular fever, or other incapacitating illness of the learner.
- recent bereavement of close family member or friend.

- severe accident.
- domestic crisis.
- terminal illness of a close family member.
- other 'extenuating' circumstances.

Technical problems, such as computer failure or viruses are not deemed legitimate grounds for an extension.

6. PROCEDURE FOR APPLYING FOR COMPASSIONATE CONSIDERATION

1. Learners should contact the Accreditation and Systems Manager no later than **two calendar weeks** before the assessment deadline unless other mitigating circumstances apply. The Accreditation and Systems Manager requests that learners complete a Personal Mitigating Circumstances Form (F23) (with accompanying evidence).
2. At least one member of the programme team and the Director of Quality and Academic Affairs considers the severity of the circumstances, the nature and weighting of the assessment activity and the quality of past achievement of the learner where appropriate in making the decision to grant compassionate consideration.
3. The Accreditation and Systems Manager notifies the learner of the decision within 5 working days.
4. Learners who wish to appeal must do so within 5 working days of being notified about the decision. The policy and procedure for Academic Appeals (QAP7-6) is implemented at this stage.

7. POLICY MONITORING

Responsibility	Frequency	Methods
Director of Quality and Academic Affairs – Document Update	Per QA audit schedule	- Review of documentation as set out in QAP2-1: Ongoing Review and Update of QA Documents.
Programme Board	Each meeting	- Summary of personal mitigating circumstances applications per programme

8. DOCUMENT CONTROL

Version No	Approval Date	Description of Revision	Originator	Approved By
2.0	1/3/19	New document format	Director of Quality and Academic Affairs	Academic Council

