



## Summary information for students about ...

# Individual Mitigating Circumstances and assessment

The University has approved principles and procedures for dealing with Individual Mitigating Circumstances (IMCs) that affect students' assessments which came into effect on 2 November 2009. Full information can be found at:

[www.bath.ac.uk/registry/imc/](http://www.bath.ac.uk/registry/imc/)

Individual mitigating circumstances (IMCs) are the University's descriptions of conditions which temporarily prevent a student from undertaking assessment or significantly impair the student's performance in assessment: as such, the measure of their severity is not about impact on the student, but impact on the assessment. They are different from on-going or longer-term conditions or circumstances which might affect your ability to study, and which might be better supported through, for example, disability support and/or special assessment arrangements. The University has a single-page summary to describe these distinctions (<http://www.bath.ac.uk/registry/imc/documents/what-are-imcs.pdf>), and to guide you in what might be appropriate as an IMC claim.

You should make yourself familiar with the IMC guidance given in "What are Individual Mitigating Circumstances", with your own department/school's sources of information about IMCs, and with the services offered by the Students' Union Advice and Representation Centre (<https://www.bathstudent.com/education/>) and by the Student Disability Advice team (<http://www.bath.ac.uk/disabilityadvice/>), as appropriate. This familiarization is best done before IMC (or other) difficulties are encountered. Further guidance and answers to frequently-asked questions is maintained at: <http://www.bath.ac.uk/registry/imc/>.

You should take advice from the above sources in advance if you become aware of imminent IMC (or related) difficulties. Where conditions or circumstances that are likely to be considered as valid IMCs come into being before an assessment period, you should normally notify the Director of Studies of those conditions or circumstances before the start of the assessment period.

If you wish any IMCs to be taken into account by the Board of Examiners for Programmes, you should notify the appropriate Director of Studies within three working days of the completion of the assessment for which representation is being made.

You should make your notification to the Director of Studies using the form provided (either at: <http://www.bath.ac.uk/registry/imc/documents/imc-report-form.doc> or in your department/school). You should submit a medical certificate if the circumstances relate to your own illness or injury, or other appropriate corroborating evidence. Your department/school will make clear how an IMC claim should be submitted to the appropriate Director of Studies.

By answering the question on the form about confidentiality, you should indicate whether you require confidentiality to be observed with respect to the nature of the circumstances and for the information to be confined, for example, to the Director of Studies,

**What are Individual Mitigating Circumstances?**

Individual mitigating circumstances (IMCs) are the University's descriptions of conditions which temporarily prevent a student from undertaking assessment or significantly impair the student's performance in assessment: as such, the measure of their severity is not about impact on the student, but impact on the assessment.

The ability to study effectively might also be affected by IMCs, but an on-going or longer-term inability to study should lead to consideration of the need to suspend study.

On-going or longer-term conditions or circumstances are not IMCs, and may be handled by disability support and/or special assessment arrangements: they are likely to give rise to valid IMC claims only if they first come to light or are diagnosed, or become unmanageable and markedly worse, at assessment time.

Normal life issues (e.g. illnesses and problems, and minor stresses) that students have to cope with during study must be the same as for every one else of their age or sex: they are expected to be handled appropriately by students.

It is acceptable to valid IMC claims requesting an extension to handing in coursework would be the right course of action if failure to do so would be likely to lead to the submission of a valid IMC claim after the assessment period. If the severity of the impact on the assessment and both these aspects here.

Formal examinations are events which cannot have extensions for late submission. For individual circumstances of illness and other circumstances events an IMC claim will take effect as possible as the student's absence with good cause, or significantly impaired performance.

**Characteristics of IMCs**

The following would be likely to be considered as valid IMCs if the timing were such as to have a significant impact on the student's assessment:

- Death, or sudden serious illness, of a close relative or friend.
- A serious or incapacitating injury, illness, or medical condition (or a sudden, marked deterioration in an on-going or longer-term condition).
- An emergency operation.
- Serious unexpected disruption or disturbance.
- Priorities of students (e.g. of parents) or related co-ordinate care.
- Priorities of students (e.g. of parents) or related co-ordinate care.
- A medical certificate for illness (normally) or evidence in support of IMC claims.

**Events & conditions not normally acceptable as IMCs**

Normally, the following would be unlikely to be considered as valid IMCs:

- IMC claims without appropriate, independent supporting evidence.
- Minor stresses or ailments (e.g. coughs, colds, hangovers).
- Personal domestic events which could have been anticipated and/or planned around (e.g. moving house, meeting, travel, childcare).
- Choices and preferences in personal life (e.g., attending a wedding; holiday; attending social events; sporting fixtures).
- Poor management of time (including oversteering) or mismanagement of resources.
- Examination nerves, self-diagnosed stress.
- Failure of computer or other equipment being used to produce work to be assessed, including when not backed up (better preparation is needed – see Student Advice on <http://www.bath.ac.uk/registry/imc/>).
- Individual transport or access problems (unless due to serious or disruptions which could not be foreseen or avoided).
- Relative cost of travel arrangements.
- Financial difficulties (if very serious, suspension of study might be appropriate – see Student Information & Funding <http://www.bath.ac.uk/registry/imc/>).
- Distance of past or current employment, and job interviews (unless exceptional circumstances result in work that underpins a condition or necessary coursework of the programme of study).
- Failure of others to submit work on time (contact Department School or AUAWE <http://www.bath.ac.uk/registry/imc/> before it).
- Multiple examinations within a short period.
- Language of assessment not being the student's main language.
- Late submission of IMCs (unless good evidence of the unavailability of the data is also provided).
- Long-term illness or disability where appropriate support would have allowed appropriate adjustments to be made.
- Assessment stress (subject to case management or appropriate disabilities or other known conditions).
- IMC claims which fail to make clear the nature and impact on performance in assessment had been significantly affected.

\* For full details on IMCs, see Individual Mitigating Circumstances & Assessment <http://www.bath.ac.uk/registry/imc/>.  
 \*\* For advice on appropriate support for dependent students, see <http://www.bath.ac.uk/registry/imc/>.  
 \*\*\* For more information on the University's policies on assessment, see <http://www.bath.ac.uk/registry/imc/>.  
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What are Individual Mitigating Circumstances?  
<http://www.bath.ac.uk/registry/imc/documents/what-are-imcs.pdf>

**Individual Mitigating Circumstances (IMCs) Report Form**

Please complete this form in BLOCK CAPITALS and pass it to your Department/School Office for consideration by the Board of Examiners for Programmes

Department/School: \_\_\_\_\_

Full Name: \_\_\_\_\_ Student Registration Number: \_\_\_\_\_

Programme Title: \_\_\_\_\_ Programme Code: \_\_\_\_\_

Programme Stage (if known): \_\_\_\_\_ Your Year of Study: \_\_\_\_\_

Use Code	User Name	Course work	Examinations	Both

Circumstances (please give a brief description including the impacts on your assessments, using additional pages if required):

Please state the type of supporting evidence you are providing (using additional pages if required):

If you do not wish the nature of your circumstances to be made known to the Board of Examiners for Programmes please tick the box on the right and talk to either your Personal Tutor or your Director of Studies

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

\* Create an appropriate      ? Tick whether it is appropriate

Office Use only

Date received by the Department/School: \_\_\_\_\_ Authorised Signature: \_\_\_\_\_

IMC report form  
<http://www.bath.ac.uk/registry/imc/documents/imc-report-form.doc>

the Departmental Administrator, the Chair of the Board of Examiners for Programmes, and the External Examiner(s). You should use clear descriptions of the circumstances, such that the department/school's IMCs Panel will be able to summarize the situation clearly for the Board of Examiners for Programmes (observing confidentiality where necessary). It may be appropriate for you to discuss an appropriate way of summarizing the details with the Director of Studies.

Your IMC claim will be considered, alongside those of other students, by an IMCs Panel within your department/school, which will give it detailed consideration and will adjudicate on whether it should be accepted. As indicated above, this will depend on the evidence that you were temporarily prevented from undertaking assessment or that your performance in assessment was significantly impaired. You will be notified of outcome in a timely manner, once all IMC claims have been considered.

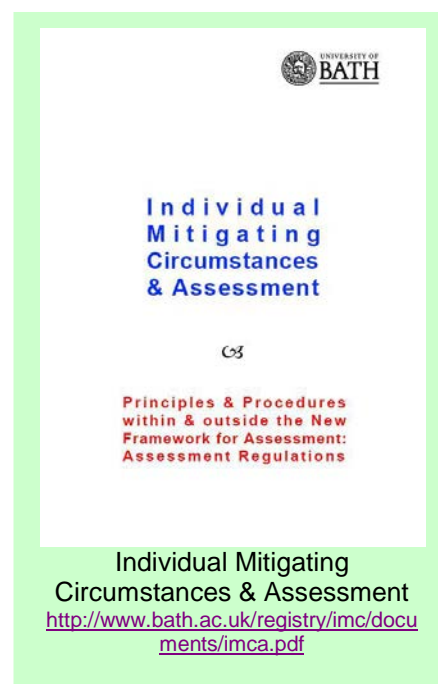
Consideration of claims by the IMCs Panel helps to ensure that, while respecting the individuality of the circumstances affecting you, it is the severity of their impact on your assessments which is most important, and that all students will be treated equitably.

Eventually, the relevant Board of Examiners for Programmes will determine what should happen in respect of the assessments for students affected by valid and significant IMCs. There are limits on how far the Boards can go: they cannot invent evidence for your performance, so ultimately it might be that the best they can do is require you to be assessed again at another time when you will not be affected by the IMCs. Where the gaps in the evidence of your capabilities are smaller, they may be able to allow you to progress with amounts of supplementary assessment which will be different from normal, or make decisions on progression or awards with slightly adjusted parameters. Overall, while being sensitive to your individual mitigating circumstances, they must ensure that the submission and acceptance of an IMC claim does not place a student at an advantage compared with other students, and that the standards required for University awards, including those accredited by external bodies, are maintained.

The information given in this document is a summary for your general guidance. Full information about the University's principles and procedures governing the treatment of individual mitigating circumstances and assessment is set out in a formal document approved by the University Senate.

*Individual Mitigating Circumstances & Assessment* is one of the resources you can find in a special area of the University web-site (referenced below). That document contains fuller explanations of the principles the University seeks to uphold, and describes the procedures it uses to seek to ensure consistent and fair treatment for all students.

The document includes information about the duties of the IMC Panels, and descriptions of the ways in which Boards of Examiners for Programmes will consider the assessment of students affected by IMCs. Different appendices summarize the ways in which decisions would be made about IMCs affecting decisions in different phases of a programme: when early stages might be solely about your ability to progress to the next stage; when your marks might determine your ability to progress *and* count towards your final award calculation; and at the end of the programme in an award calculation.



For further information and guidance, see:

[www.bath.ac.uk/registry/imc/](http://www.bath.ac.uk/registry/imc/)