



# University of Oxford

## Self-assessment of Mitigating Circumstances

If you have a problem before or during your exams, or in relation to your submitted coursework, that you think has seriously affected your performance on your assessment(s) then please do make the Board of Examiners aware of the situation by completing this form.

There are three sections:

- the first section is for general information about you;
- the second section concerns any practical issues you experienced during your examinations or coursework submissions; and
- the third section allows you to raise any other problems you may have experienced.

Guidance about this process can be found here:

If you would like to draft your answers before you begin to fill the form please use this Word document: <https://proctors.web.ox.ac.uk/files/draftingformforself-assessmentformdocx>

### Section one - About you

Please ensure that you complete the section in full and use the guidance notes to help you.

1. First Name \*

2. Surname \*

3. College \*

 

4. What type of course are you studying? \*

 

5. Please select your Undergraduate course from the drop down list: \*

 

6. Please select your Graduate course from the drop down list: \*

 

7. Please select your Post Graduate course (ContEd) from the drop down list: \*

 

8. Student Number \*

*You can locate your student number to the right of your photo on your University card.*

9. Candidate Number \*

*You can locate your candidate number on the Examination and Assessment Information page in Student Self Service or by looking on the top of your individual timetable. Giving this information along with your name will not affect your anonymity. Only your candidate number will be passed onto the Board of Examiners.*

10. What was the date of your final examination? \*

 

11. Are you submitting this form within the 5 working days of your final examination? \*

*Forms should be submitted within 5 working days of the date of your final exam. For examinations that finished prior to 4th May 2020, you will have 5 working days from the 4th May 2020.*

Yes

No

12. Please provide a reason why your form is being submitted after the 5 working day deadline?

*The Proctors will consider your submission if one of the below criteria is met:*

- Your condition is such as to prevent you from making an earlier submission;*
- Your condition was not known or diagnosed until after the final examination;*
- There has been a procedural error (beyond the your control) that has prevented you submitting your form.*

Enter your answer

13. Do you have alternative arrangements or major adjustments in place for your assessment? \*

Yes

No

14. If yes, please list the approved adjustments below

Enter your answer

## Section two - Practical arrangements for examinations and coursework submission

This section should be completed if you feel that your performance was affected by practical arrangements, whether it be issues with your revision, technical problems and/or your environment. Please refer to the guidance notes for how to complete this section and examples.

15. Did you encounter any difficulties with revision for your examinations and/or preparation for coursework submission? \*

Yes

No

16. Revision Issues: If you selected yes in response to the above statement please explain what the impact of these difficulties was.

Enter your answer

17. Revision Issues: Which examinations and/or coursework submissions were affected?

*Please state below which examinations were affected, including assessment title and code. If all of your examinations were affected, please state 'all' below.*

Enter your answer

18. Did you encounter any technical difficulties when sitting your examinations and/or in submitting your coursework? \*

Yes

No

19. Technical Issues: If you selected yes in response to the above statement, please explain what the impact of these difficulties was.

Enter your answer

20. Technical Issues: Please list what examinations and/or course work submissions were affected

*Please state below which examinations were affected, including assessment title and code. If all of your examinations were affected, please state 'all' below.*

Enter your answer

21. Did you encounter any environmental difficulties when submitting your examinations and/or in submitting your course? \*

Yes

No

22. Environmental Issues: If you selected yes in response to the above statement, please explain what the impact of these difficulties was.

Enter your answer

23. Environmental Issues: Please list what examinations and/or course work submissions were affected

*Please state below which examinations were affected, including assessment title and code. If all of your examinations were affected, please state 'all' below.*

Enter your answer

### Section three: Any other mitigating circumstances

You should only submit a Mitigating Circumstances Notice (MCE) when you have suffered a serious problem – either medical or personal. Examiners are limited in the way they can take such circumstances into account, as ultimately they have to assess your performance on the basis of the work that has been produced. Independent evidence, such as a medical certificate or supporting letter from your college or department (for non-medical circumstances), is not a requirement for this academic year; however, if you have this please do submit it along with this form.

The information provided here will be collated with the information provided in section two and passed to the Board of Examiners for their consideration.

**Important Note:** If you have previously submitted a form through your college and your circumstances are not fully covered by the questions asked in sections one and two, you will need to complete section three. Any previously submitted forms will not be sent to the Board of Examiners to consider.

24. Would you like to submit an individual MCE notice for the Board of Examiners to consider in addition to the information you have already provided in sections one and two? \*

*You should only fill out this next section if you believe that a medical or personal problem has seriously affected your performance and not been captured in this form already. Please also fill out this section if you have previously submitted an MCE through your College for an exam board due to meet in Trinity Term 2020.*

- No - I believe that my circumstances are covered in this form and fall under the Board's considerations
- Yes - I would like to submit an individual MCE and I have not submitted an MCE in respect of my examinations/coursework this academic year
- Yes – I would like to submit an individual MCE and I have submitted an MCE in respect of my examinations/coursework this academic year

25. What is your MCE related to? \*

- COVID-19
- Illness not related to COVID-19
- 

26. Please use this section to explain how your circumstances affected your performance \*

Enter your answer

27. Please list what examinations and/or coursework submissions were affected \*

*Please state below which examinations were affected, including assessment title and code. If all of your examinations were affected, please state all below.*

Enter your answer

28. Do you have any supporting evidence you would like to provide? \*

*You are not required to provide any evidence to supporting your submission. However, if you have evidence obtained prior to the pandemic and it is easily accessible this can be submitted with the form.*

Yes

No

29. Supporting Evidence

*Please ensure that your documents are combined into one PDF document where possible. You should label your documents with your candidate number and a description e.g. 123456 Supporting Evidence or 1223456 Medical Evidence. If your document is not labelled correctly it will not be passed onto the examiners. There is a document limit of 3 documents in total. Only submit documents that are readily available.*

 Upload file

File number limit: 3 Single file size limit: 10MB Allowed file types: Word, PDF, Image

30. Declaration of Consent \*

*All information you provide in this form is treated confidentially and stored securely. In order to ensure you receive appropriate consideration of your circumstances, this information may be shared with other individuals within the University including your Senior Tutor, college administrators, chair of examiners, Proctors Office administrators and examination administrators. Such sharing will be on a strictly need to know basis. While information provided will be treated confidentially, it may not be possible to maintain the level of anonymity that is usually given to examination scripts and related materials. Further information about the University's Data Protection Policy can be found at <http://www.admin.ox.ac.uk/dataprotection>*

I consent my information being shared under the above terms