



MITIGATING CIRCUMSTANCES POLICY

In the interests of access to and fairness in assessment, TSYP is prepared to give special consideration to Learners who have suffered temporary illness, injury or indisposition at the time of assessment and either:

- were prevented from attending an assessment session / completing an assessment task by the specified date, or;
- attended the assessment but believed that circumstances beyond their control, e.g., sudden indisposition, adversely affected their assessment performance;
- specific circumstances where learners foresee that they will not be able to meet assessment dates/criteria will also be considered on a case-by-case basis; depending on the provision of appropriate evidence/rationale.

1. Eligibility for Mitigating Circumstances

- 1.1. The following are conditions for a Learner's eligibility to apply for mitigating circumstances to be considered:
 - 1.1.1. a sudden injury or a sudden onset of an illness/indisposition - a doctor's or hospital note must be provided;
 - 1.1.2. an unplanned hospital admission - a doctor's or hospital note must be provided;
 - 1.1.3. a sudden bereavement (family member or close friend) - a Learner's note must be provided;
 - 1.1.4. a loss of written assessment evidence as a result of fire, flood or theft – for theft, a police crime number should be provided; for fire or flood, a Learner's note must be provided;
 - 1.1.5. a domestic emergency, such as flooding, fire or serious structural damage, e.g., caused by a severe storm - a Learner's note must be provided;
 - 1.1.6. other circumstances beyond the Learner's control, e.g., severe weather, unscheduled work or other commitments, severe disruption to domestic arrangements, trauma caused by family breakdown - work commitments require a note from the Learner's line manager, for other circumstances, a Learner's note must be provided;
- 1.2. TSYP will review the circumstances and evidence surrounding each to ensure that the decision made maintains the equity, validity and reliability of the assessment and does not give that person an unfair advantage.
- 1.3. A Learner will not be eligible for mitigating circumstances where:
 - 1.3.1. no evidence is supplied that the Learner has been affected by a particular condition or circumstance
 - 1.3.2. any part of an assessment is missed due to unauthorised personal arrangements, e.g., holidays

- 1.3.3. preparation for a component is affected by difficulties during the course, such as disturbances through building work, lack of proper facilities, changes in or shortages or staff or industrial disputes

2. Procedure for Applying for Mitigating Circumstances

- 2.1. Mitigating Circumstances are considered on a case-by-case basis.
- 2.2. TSYP requires all applications for mitigating circumstances to be submitted to the Course Tutor.
- 2.3. The application should describe in detail the circumstances which affected the Learner at the time of assessment and be accompanied by the required supporting documentation.
- 2.4. An application for mitigating circumstances should be made as soon as reasonably practicable and at the latest submitted within five working days of the deadline for submitting written work having elapsed or of the assessment session having taken place.
- 2.5. All information provided will be treated confidentially in line with the process as detailed in TSYP [Privacy Policy](#).
- 2.6. The Course Tutor will discuss the matter with the IQA or Head of Education and Training as appropriate to make a decision within five working days of receiving the application.
- 2.7. The Course Tutor will then discuss the decision with the learner within another five working days (therefore, a learner can expect to hear of the decision within 10 working days).
- 2.8. The Course Tutor will keep a written record of what has been agreed with the learner which should be communicated, in writing, to the learner within five working following discussion.
- 2.9. A learner may apply for mitigating circumstances up to a maximum of 3 times during a Teacher Training or Yoga Therapy Diploma.
- 2.10. Mitigating Circumstances may be considered for Foundation Courses in regards to the attendance requirements. The Course Tutor should discuss these instances with the Head of Education and Training before confirming with the learner.

3. Outcome

- 3.1. If the application is granted, TSYP will allow:
 - 3.1.1. a practical assessment to be re-taken
 - 3.1.2. deferment of submission date for specific assignment
 - 3.1.3. other course of action appropriate to the individual circumstance
- 3.2. It is not normal practice to accept an extension of final assessment date beyond six months.
 - 3.2.1. In these instances, deferral or transfer to another course may be considered a better option for the learner.
- 3.3. Where a learner is unhappy with the outcome, they may use the Assessment Appeal Procedure in order to appeal the decision.

4. General

Where an external organisation is accrediting a course the policy of that organisation must also be adhered to.

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