**Report on a mitigating circumstances notice to examiners**

This report should be used to record actions taken for each candidate for whom the board of examiners has received a mitigating circumstances notice to examiners under Part 12 or 13 of the Regulations for the Conduct of University Examinations (<http://www.admin.ox.ac.uk/examregs/2019-20/rftcofunivexam/>). A separate report should be completed for each candidate. Guidance for examiners on how to deal with such notices is available in *Annex E: Consideration of Mitigating Circumstances* *by Examiners* of the Exams and Assessment Framework (https://academic.admin.ox.ac.uk/examiners).

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| **Candidate Number:** |  |
| **Section 1: Evaluation of seriousness of notice to examiners - to be completed at Mitigating Circumstances Panel meeting** | |
| Examiners should take into consideration the relevance of the circumstances to examinations and assessment, and the strength of the evidence. See paragraphs 13-18 of *Annex E: Consideration of Mitigating Circumstances by Examiners* of the Exams and assessment framework (https://academic.admin.ox.ac.uk/examiners). | |
| In the view of the examiners, how serious is the impact of the mitigating circumstances given in the notice likely to have been? | 1 = minor impact  2 = moderate impact  3 = very serious impact |
| Do some or all papers appear likely to have been affected, based on the evidence? | All papers  Subset of papers |
| If a subset of papers, specify which. (Note: It is possible for circumstances to have different levels of impact on different papers.) |  |
| Reasons | |
|  | |
| Section completed by |  |
| Date |  |

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| **Candidate Number:** |  | | |
| **Section 2: Report of action taken - to be completed at results confirmation meeting** | | | |
| Guidance for Boards of Examiners is available in paragraphs 19-28 of *Annex E: Consideration of Mitigating Circumstances by Examiners* of the [Exams and assessment framework](https://academic.admin.ox.ac.uk/examiners). | | | |
| Have the examiners considered the candidate’s performance in the light of the material provided in the mitigating circumstances notice to examiners, and the evaluation of the seriousness of the notice by the Mitigating Circumstances Panel? | | | |
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| How have the circumstances been considered? | | | |
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| Summary of action taken (boards may decide to take one, some, or none of these actions.) | | | |
| Classification/overall outcome requirements reviewed, including progression requirements |  | Comments |  |
| Notice passed to the final results/classification meeting (this **must** be done for early parts of multi-part exams, and exams which release final marks throughout the course) |  | Comments/ recommendation to future examiners |  |
| Paper(s) disregarded and results finalised on the basis of the remaining work |  | Specify paper(s) |  |
| Mark for paper(s) finalised taking into account all available material (e.g. mark finalised on the basis of the number of questions actually completed rather than the number of questions required) |  | Specify paper(s) |  |
| Other action (Please specify) |  | | |
| Reasons for action (if notice has been considered but no adjustment made, please record this and state reason.) | | | |
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| Section completed by |  | | |
| Date |  | | |