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

*Section A: Prof-forma approach*

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| **Candidate Number:** |  |
| **Section 1: Evaluation of seriousness of notice to examiners (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). |
| What papers appear likely to have been affected, based on the evidence? | [ ]  All papers[ ]  Subset of papers | If a subset of papers, specify please state which: |
| How serious is the impact as given in the MCE likely to have been? (Note: It is possible for circumstances to have different levels of impact on different papers.) | [ ]  1 = minor impact[ ]  2 = moderate impact[ ]  3 = very serious impact | Commentary on decision: |  |
| Section completed by |  | Date |  |
| **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/examiner-appointments-and-payments). |
| 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? | [ ]  Yes[ ]  No |
| Summary of action taken (Note: boards may decide to take one, some, or none of these actions) |
| No adjustment made, or action taken | [ ]  |
| Comments and reason: |
| Classification/overall outcome requirements reviewed, including progression requirements | [ ]  |
| Outcome of action taken: |
| 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): |
| Question(s) disregarded and results finalised on the basis of the remaining work (e.g. mark finalised on the basis of the number of questions actually completed rather than the number of questions required) | [ ]   |
| Specify paper(s): |
| Late exam response submission/s accepted without penalty | [ ]  |
| Specify paper(s): |
| Other action (Please specify outcome of action taken) |  |
| Section completed by |  | Date |  |