



TYPE: POLICY	
SUBJECT: MITIGATION POLICY AND PROCEDURE	REFERENCE: LWP07
DATE OF POLICY: 1 st October, 2020	
LAST REVIEWED:	
APPROVED BY: Board of Directors	
<p>MITIGATION POLICY</p> <p>1. Definition</p> <p>Mitigating circumstances are circumstances that are outside a student's control which may negatively impact a student's ability to undertake or complete any assessment, such that the assessment submitted would not be a true reflection of the student's capabilities in normal circumstances.</p> <p>2. Considerations</p> <p>Such circumstances may include the following:</p> <ul style="list-style-type: none"> a) physical or mental ill-health; b) severe financial hardship; c) emotional/personal difficulties e.g. bereavement, family illness; d) disability i.e. where the student's disability comes to light for the first time at assessment; e) unavoidable absence g) loss of immigration status; h) jury service/court attendance; i) other serious circumstances which could not be foreseen by the student or serious circumstances beyond the control of the student. 	

3. Responsibilities

Students are responsible for submitting their assessments on time, presenting themselves for assessment and examinations at the appropriate times and venues, and submitting relevant information on mitigating circumstances where required.

Where mitigation is requested, the student is responsible for seeking academic advice. In turn, tutors refer the matter/s to the executive management of Learning Works.

Charlo Bonnici
CEO