



TYPE: POLICY	
SUBJECT: MITIGATION POLICY AND PROCEDURE	REFERENCE: LWP07
DATE OF POLICY: 1 st October, 2020	
LAST REVIEWED: 1st October 2021	
APPROVED BY: The Board of Directors	
<p>MITIGATION POLICY</p> <ul style="list-style-type: none"> • Definition <p>Mitigating circumstances are circumstances, outside a student’s control, which may negatively impact her/his 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> <ul style="list-style-type: none"> • Considerations <p>Such circumstances may include the following:</p> <ul style="list-style-type: none"> • physical or mental ill-health • severe financial hardship • emotional/personal difficulties e.g. bereavement, family illness • disability i.e., where the student’s disability comes to light for the first time at assessment • unavoidable absence • loss of immigration status • jury service/court attendance • other serious circumstances which could not be foreseen by the student or serious circumstances beyond the control of the student. 	
<p>3. Responsibilities</p> <p>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 when this measure is requested.</p>	

Where mitigation is requested, the student is responsible for seeking academic advice from the lecturers concerned. In turn, tutors refer the matter/s to the administrative management of Learning Works with any documentation presented by the students

The administrative team in turn, pass this request to the Internal Quality Assurers (IQA) who then pass on the request to the Chief Executive Officer of Learning Works with a recommendation for the action to be taken.

Charlo Bonnici
CEO