**Mitigating Circumstances Guide and Form**

**Competence Test Centre**

## What are Mitigating Circumstances?

Mitigating circumstances are events that have significantly disrupted your OSCE. They must be:

* serious or acute
* beyond your ability to foresee and control

## When can you apply for mitigating circumstances to be considered?

If you are unable to attend, because you are ill, or if you have a personal issue which prevents you from engaging with the OSCE, you should complete and submit the form at the end of this Guide. You must remember to include independent evidence, for example, a hospital appointment letter or a copy of a prescription with your application: it is your responsibility to collect this evidence.

## What outcome can you expect if you apply for mitigating circumstances?

There are a number of issues that cannot be addressed through the submission of a mitigating circumstances application:

1. Under no circumstances will grades awarded to your OSCE be changed. All OSCEs are graded upon their own merits and no allowance will be made for mitigating circumstances. A mitigating circumstances application for a completed OSCE **will not** be considered.
2. Only in very exceptional cases will applications be accepted for mitigating circumstances after the set deadline for the examination has passed. If you do apply late you must explain why.
3. A known disability is not, *per se,* a reason to submit a mitigating circumstance application, although (for example) unforeseen illness resulting from a disability may be. Reasonable adjustments to OSCE examinations will normally be made as required to support candidates with a disability. Requests for such adjustments should be discussed with the NMC competence test manager in advance of the OSCE examination.
4. The NMC determines the number of opportunities a candidate has to   
   take the OSCE examinations.

If you miss the first opportunity and have not sat the OSCE and have successfully applied for mitigating circumstances, your attempt will not count. If you do not sit the OSCE your attempt will not count.

If you sit the OSCE and are unsuccessful in applying for mitigation, the attempt will count.

## What happens if I am ill on the day of an OSCE examination?

If you are too ill to start the OSCE examination then you need to let the Test Centre know this as soon as possible; you then need to submit an application for mitigating circumstances. If you become ill during an OSCE examination then you need to let the examiner know, so that it can be included in the report. You can then apply for mitigating circumstances.

If you sit the OSCE examination and are successful in applying for mitigation, the attempt will not count.

Candidates should make every effort to cancel their OSCE a minimum of 48 hours before the exam is booked (if the exam is on a Monday cancellation should occur on the Thursday before). Refunds will not be given routinely if OSCEs are cancelled at short notice.

**Mitigating Circumstances Application**

**Competence Test Centre**

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| **Your Details:** | | | |
| **Name:** |  | **Number:** |  |
| **Tel:** |  | **Email:** |  |
| **OSCE Date:** |  |  |  |

|  |  |  |
| --- | --- | --- |
| **OSCE Affected by Mitigating Circumstances:** | | |
| **OSCE Number** |  | **Original Exam Date** |
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***For Office Use:***

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| --- | --- |
| **Date Form passed to AA:** | **Filter:** **1** **2** **3** |
| **Chair’s Action:** | **Date:** |
| **Decision:** | **Upheld** **Declined** |
| **Student Status:** |  |
| **Reason for Decision:** | |
| **SAT:** **Log IN** **Letter** **Log Outcome** **H grade** **Exams/Module Leader** | |

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| **Your Mitigating Circumstances:**  (You must provide precise dates of any illness or other circumstances and states how your OSCE was affected and what steps you took to recover the situation.) |

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| **Declaration:** | |
| **I declare that the details included in this application, including any appended statements, are true and that I have read and understand the foregoing Mitigating Circumstances Guide.** | |
| **Signed:** | **Date:** |