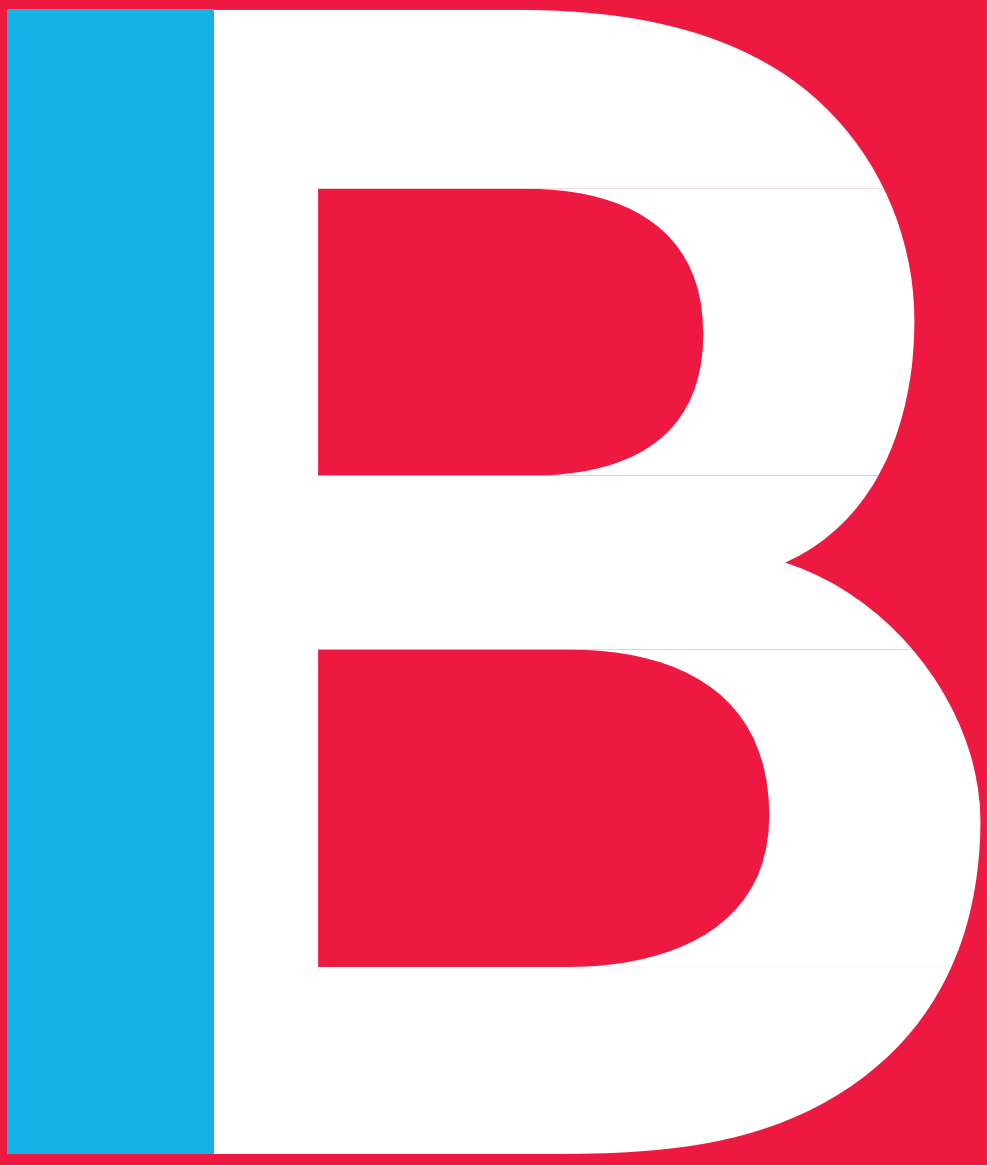
Imperial College Business School

Imperial means Intelligent Business

BPES 2024-25 Examination Information Guide



Imperial College Business School

Imperial means Intelligent Business

EXAMINATION GUIDELINES BPES 2024- 2025

- For on campus exams, please ensure you leave yourself plenty of time to arrive at the exam venue, to take in to account any travel difficulties you may face on the day of the exam. If you arrive more than 30 minutes late, you may not be permitted to sit the exam (this is at the discretion of the examiner and invigilators). Extra time will not be given. For times remote assessments, ensure you are ready well ahead of your assessment and your device is in good working order, you have a good power supply and your internet is on and working.
- Please note the location of your examinations, for on campus exams may be anywhere on the South Kensington campus as well as an offsite location. Full details of your exam locations and maps will be provided with your exam timetable.
- You must arrive and be ready 15-30 minutes prior to the scheduled exam time.
- Coats, bags, etc. must be left at the back/front/side of the room for on campus exams.
- For on campus exams, all stationery must be put in a CLEAR PLASTIC BAG. No non-transparent pencil cases are permitted.
- For on campus exams, mobile phones must be switched off and placed in your bag.
- For on campus exams, you must display your College identity card on your desk throughout all of your examinations.
- For on campus exams, you may not leave the room in the first 30 minutes and the last 15 minutes of the exam. If in between you have finished your exam and wish to leave, you must raise your hand and wait for your script to be collected before leaving.
- **It is an academic offence to speak once you have entered the exam venue or to contact any one during your remote assessment other than your Exams and Assessment Manager.** If you persist in talking, this will be reported to Registry and will result in a formal warning. You must not speak to or communicate in any way with any other candidate until you have left the exam venue or your remote assessment has ended.
- For both on campus and remote assessment, if anyone is suspected of cheating, of attempting to cheat or of assisting someone else to cheat, the facts will be reported to Registry.

If you have any examination related queries, please contact the appropriate Examinations and Assessment Manager and refer to the Exam Page on the Hub.

Examinations and Assessment Team

Head of Examinations & Assessment (UG and Finance suites) **Emma Stoakes**– e.stoakes@imperial.ac.uk

UG & Summer School Specialised Suite
BSc EFDS, JH &IBSc, BPES (Business for Professional Engineers & Scientists) and Summer School
Victoria Idris – v.idris@imperial.ac.uk

IMPERIAL COLLEGE LONDON

Imperial College Business School

BSc Degree Examinations 2024/25

BPES

Candidates are asked to note the following with regard to the introduction of materials to examinations:

For on campus examinations:

1. Candidates may take into any examination normal writing and drawing instruments (pens, pencils, crayons, rubbers, rulers, etc.). All writing or drawing instruments **MUST** be carried in a clear pencil case or clear plastic bag.

2. **Conditions for the use of Electronic Calculators**

   i. Candidates will each be provided at the beginning of every examination with an approved calculator for use in the examination.

   ii. Candidates will be given the opportunity to practice on the approved model of calculator before the examination period begins.

   iii. The calculators issued to candidates for use during the examinations will be collected at the end of the examination.

   iv. Candidates should note that it will not be possible for them to take their own calculators into examination rooms, even if they are the approved model.

   v. Candidates are advised that examiners require answers to numerical questions to include a clear statement of the method of calculation, together with appropriate intermediate steps and results.

Academic Integrity

i. Plagiarism: the presentation of another person's words, ideas, judgement or data as though they were your own.

ii. By submitting an assessment, you certify that you have read and understood the above definition of plagiarism and that the work presented is entirely your own, except where indicated. Random plagiarism checks will be undertaken on student work.

Imperial College Business School

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Additional Examination Arrangements*

(*for examinations, quizzes & in class tests)

Students with physical disabilities, learning disabilities or other additional needs may be entitled to reasonable adjustments in their examinations such as extra time or permission to use a PC or a paper-based exam. Students should ensure they have contacted the Disability Advisory Service for any further assessments and support. To arrange for adjustments to be approved by registry contact the Business School Head of Examinations & Assessment Emma Stoakes e.stoakes@imperial.ac.uk in good time, taking note of examinations dates.

It is important to note that Additional Exam Arrangements are in no way linked to mitigating circumstances. If you wish to submit mitigating circumstances, please look at the details of how to apply on the exams page.

The application must be accompanied by appropriate evidence as outlined by the Disability Advisory Service.

Students who have been granted extra time in their exams, may be given the option of choosing whether:

a) they wish to sit their exams in the main exam venue with the rest of their class, or
b) in a separate room with other students who have been granted additional time or other arrangements.

Students who choose to sit in a separate room should note that there may be other students who also have special examination arrangements in the same room. By choosing to sit in the separate room this does not necessarily mean that a student will always be on their own, but it will be a much smaller venue away from the main exam venue.

If students choose to sit in the main exam venue, the invigilators will ensure there is a minimal amount of disruption at the end of the exam. In larger venues, this may mean “stopping the clock” for the student(s) with extra time, while the other students vacate the room.

Disclaimer: If a student would like to sit their exam in a separate room, the Business School will endeavour to arrange this wherever possible, subject to room availability.

Processing of Additional Exam Arrangement requests usually takes at least **six weeks**, so please ensure that you have given sufficient time for the application process to be completed before your first examination (except in the case of accident or sudden illness, where the application must be made as soon as possible after the event).

Students should contact their Senior Tutor, Postgraduate Tutor or the College's Disability Advisory Service as soon as possible after registration for further information.

The full procedure plus appendices used in the application process, are available on the link below:

http://www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/additional-exam-arrangements-in-respect-of-disability/

Compensated Fail limit

Each module carries a number of ECTS (European Credit Transfer System). The number of ECTS may differ across modules.

The undergraduate pass mark is 40%. Students must achieve a minimum of 40% in the overall module mark (e.g. coursework and examination mark combined). An overall module mark between 30-39% may be compensated by the examination board if the student has satisfied all other requirements for an award. Compensated passes can be awarded for up to a maximum of 15 ECTS credits per credit level for undergraduate awards

There is a limit to the amount of compensation a student can be granted. This is determined by the ECTS value of the relevant modules, rather than being a set number of modules. (i.e. it is possible to be granted compensated fails in more low-ECTS modules, than those which carry a higher number of ECTS).

Compensated fails can be awarded for up to a maximum of 15 ECTS for each level of study.

If you go over the 15 ECTS limit for compensated fails, you would need to re-sit one or more of the relevant exams.

Where a resit is undertaken, the module overall mark is capped at 40.00%.

If a compensated fail is awarded by the examination board, and you do not have accepted mitigating circumstances covering the relevant module, then you cannot opt to voluntarily take a resit assessment.

Academic Integrity

We had a large number of plagiarism and collusion cases referred to the College when we moved to remote assessment in 2019/20.

We expect you to behave with academic integrity in all of your assessments.

We expect to see referencing in examinations and coursework if you repeat information from another source word-for-word. You should acknowledge the source (e.g. book, article, webpage, lecture slides, lecture notes etc.) and attempt to paraphrase the text, in order to apply it to the question being asked. If you would prefer to use the original text then quotation marks should be used, in addition to citing the source.

If large sections of unreferenced text are found within a student's examination paper it may be necessary to conduct a viva, in order to ascertain whether the material has been copied or memorised. Even if it is determined that the material has been memorised, then this would still constitute plagiarism if the source is not acknowledged.

Imperial College
London

Examination and Assessments: Academic Integrity

1.1. Taught programmes at Imperial, whether at undergraduate or postgraduate level, are generally very intensive. You will encounter a wide range of assessment methods which may range from the traditional closed book examination with essay type questions to open book or take away examinations, examinations with short answer questions, examinations with multiple choice questions and, increasingly, computer based examinations. During your programme of study, coursework and/or laboratory work may be set and marked. You may have to undertake one or more individual projects under the supervision of a member of academic staff. You may also have to participate in a group project. You may have to give an oral presentation on your individual and/or group projects.

1.2. Research degree students ultimately have to write a thesis on their research and orally defend this in a viva voce examination.

1.3. Some of these assessments may be formative, which means that they do not normally count towards your degree classification. Some of your assessments may be summative which means that they do count towards your final result. Formative assessment helps you to learn; summative assessment measures your achievement.

1.4. Your departmental or programme handbook will provide timings and details of your assessments, their relative weightings and their contribution to your progression and final classification.

1.5. The concept of academic integrity is fundamental to your student experience at Imperial so as to ensure that your academic achievements are a true reflection of your abilities. Academic integrity means conducting all aspects of your academic life in a professional manner. It includes:

- Taking full responsibility for your own work
- Following accepted conventions, rules and laws when presenting your own work
- Fully acknowledging the work of others wherever it has contributed to your own work, thus avoiding plagiarism – see below
- Ensuring that you do not “reuse” parts of your previous work for new assessments (self-plagiarism – see below)
- Ensuring that your own work is reported honestly and that you follow the ethical conventions and requirements appropriate to your discipline
- Avoiding actions which are intended to give you an unfair advantage over others

- Respecting the rights of your fellow students, your teachers and other scholars
- Behaving with respect and courtesy when debating with others whether or not you agree with them
- Maintaining standards of conduct appropriate to a practitioner in your discipline
- Supporting others in their efforts to behave with academic integrity

2. Preparing for Examinations

2.1. It is quite common to be apprehensive and even stressed as examinations or submission deadlines approach and you may wish to discuss this with your Personal Tutor or Senior Tutor or with you Programme Director. In some cases you may benefit from attending an examination stress workshop run by the Imperial College Health Centre. Further details of these workshops can be found here: http://www.imperialcollegehealthcentre.co.uk/exams-and- stress

2.2. If you feel the stress of examinations is becoming particularly burdensome you may wish to consider consulting the Student Counselling Service: http://www3.imperial.ac.uk/counselling

3. Additional Examination Arrangements and Mitigating Circumstances

3.1. If you have a physical or learning disability, temporary or permanent, then you may be entitled to additional arrangements in your examinations and are advised to contact the Disability Advisory service well in advance to allow sufficient time for your case to be considered and for the appropriate help to be put in place: http://www.imperial.ac.uk/disability-advisory-service/

3.2. If you fall ill or have a personal circumstance that you believe may have an adverse effect on your performance in an examination or coursework or on your ability to meet a coursework or project deadline then you should bring this to the attention of your department as soon as possible before the examination is held or the deadline is reached, using one of the mitigation forms or to request an extension to deadline where appropriate. Details can be found at: https://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/

3.3. You are also advised to discuss any such circumstances with your Personal Tutor at an early stage.

4. Academic Misconduct and Plagiarism

4.1. The College's formal position on academic misconduct is detailed in the Academic Misconduct Policy and Procedures, which lists what the College categorises as misconduct and thus completely unacceptable. The list of

potential offences is indicative only and not exhaustive. The categories of offences under the procedure are:

- Plagiarism (see further below)
- Self-plagiarism (see further below)
- Collusion
- Examination offences
- Dishonest practice

More detail can be found in the procedures available here: http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/.

5. Plagiarism

5.1. You are reminded that all work submitted as part of the requirements for any examination and assessment (including coursework) must be expressed in your own words and incorporate your own ideas and judgements.

5.2. Plagiarism, which is the presentation of another person's thoughts, words or images and diagrams as though they were your own and which is a form of academic misconduct, must be avoided, with particular care in coursework, essays, reports and projects written in your own time and also in open and closed book written examinations. You are encouraged to read and criticise the work of others as much as possible, and you are expected to incorporate this into your thinking and in your coursework and assessments. But you must be sure to acknowledge and identify your sources.

5.3. Direct quotations from the published or unpublished work of others, whether from the internet or from any other source, must always be clearly identified as such by the use of quotation marks, whether in coursework or in an open or closed book examination. A full reference to their source must be provided in the proper form. Remember that a series of short quotations from several different sources, if not clearly identified as such, constitutes plagiarism just as much as a single unacknowledged long quotation from a single source. Equally, if you summarise another person's ideas or judgements, figures, diagrams or software, you must refer to that person in your text, and include the work referred to in your bibliography. Departments are able to give advice about the appropriate use and correct acknowledgement of other sources in your own work.

5.4. Where plagiarism is detected this is most usually in project work or coursework i.e. work that is submitted in the candidate's own time but plagiarism can also occur in closed book written examinations. Such situations can arise where candidates have been able to learn text by heart [by rote] and simply reproduce what they have learnt without attribution. Where the examination is based on technical knowledge this may be

acceptable and not regarded as plagiarism. In other subjects where candidates are asked to write essays the examiners may regard text reproduced without reference or critical analysis as plagiarism. Boards of Examiners are encouraged to clarify where appropriate in examination rubrics how sources should be acknowledged in those examinations.

5.5. Where group work is submitted, this should be presented and referenced, with individual contributions recorded, in the convention appropriate to your discipline. You should therefore consult your Personal or Senior Tutor or Programme Director if you are in any doubt about what is permissible. You should be aware that you have a collective professional responsibility as a group for the integrity of all of the work submitted for assessment by that group. If you become aware that a member or members of the group may have plagiarised part of the group's submission you have an obligation to report your suspicions to your Personal or Senior Tutor or the Programme Director.

5.6. The use of the work of another student, past or present, also constitutes plagiarism. Where work is used without the consent of that student, this will normally be regarded as a major offence of plagiarism. Giving your work to another student to use (other than in a group assessment) may also constitute an offence.

5.7. The College may submit your work to an external plagiarism detection service, and by registering with the College you are automatically giving your consent for any of your work to be submitted to such a service.

5.8. The College will investigate all instances where an examination or assessment offence is reported and apply appropriate penalties to students who are found guilty. These penalties include a mark of zero for the assessment in which the examination offence occurred or a mark of zero for all the assessments in that year or exclusion from all future examinations of the College (i.e. expulsion from the College).

6. Self-plagiarism

6.1. Self-plagiarism is a form of plagiarism where, intentionally or not, work for any type of previous assessment (and published or unpublished research) submitted either to the College or another institution, is submitted as part of a new assessment at Imperial. The exception would be where this is specifically required e.g. to resubmit work as a requirement for resit or retake, or as part of a larger piece of assessment (such as a research proposal in a final project output or in a dissertation).

6.2. The reason that this is an offence under the Academic Misconduct procedure is that, by reusing your work, you would be attempting to gain academic credit for the same work twice. For published work this may also infringe on the publisher's copyright or a co-author's intellectual property rights.

6.3. Where it is appropriate to refer to your previous work, you may do so as long as it is correctly acknowledged. This may where you develop an idea in a

Master thesis into a research degree. You must make it clear and transparent that this is not an original or new idea, concept or dataset. You are required to acknowledge the source of the work using the correct form of citation and referencing in the same way as if it was the work of someone else.

7. Acknowledgement

7.1. The section on academic integrity above draws heavily on the statement on academic integrity of the University of Southampton. The section on reproducing material from memory is adapted from a similar statement used in the University of Cambridge.

8. Further reading

8.1. Students are encouraged to read the relevant Imperial College Success Guide at: http://www.imperial.ac.uk/students/success-guide/

8.2. Students are also encouraged to consult the College Library advice on plagiarism awareness at: https://www.imperial.ac.uk/admin-services/library/learning-support/plagiarism-awareness/

8.3. Students may also wish to consult this site which aims to raise awareness of plagiarism in the academic community: http://www.plagiarism.org/

Approved by Senate May 2011

Updated September 2018

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Notes and latest changes:		Terminology updated and formatting changes made on 10 March 2016 Links updated on 14 May 2018 Definitions updated September 2018 (para 4 and para 6)	

Imperial College
London

Instructions to Candidates for Examinations

1. Candidates are asked to note that all examinations are conducted in accordance with the College's Academic Regulations, the Regulations for Programmes of Study and the Examination Regulations.

2. The Regulations include a requirement that to be admitted to a degree a candidate must have been examined in all parts of the examination prescribed for that degree and must have shown a competent knowledge in the examination as a whole. Candidates must be examined in all parts of the examination prescribed for that course.

3. Therefore (unless prevented by illness or other adequate cause for which certification must be provided) you must take each prescribed test and must submit sufficient work to enable you to be examined. Any candidate who does not attend an examination without providing evidence of satisfactory extenuating circumstances will be judged to have attempted the examination and failed.

4. **The following instructions must be observed by candidates:**

4.1. You must attend punctually at the times stated and in the room indicated on the examination timetable.

4.2. Food and drink (other than clear bottles of water) is not permitted in any examination room. Those students with a documented medical need for food or drink must obtain permission in advance.

4.3. You must display your College identity card on your desk throughout all your examinations, in a manner so that can be inspected by the Invigilators.

4.4. When you have finished your paper you may leave at any time after the first half hour. You may leave the room temporarily only with the permission of the Invigilator.

4.5. The solution to each question attempted should be started on a clean page in the answer book.

4.6. Do not use scrap paper; do all rough work in the answer books and cross it through. Tie supplementary answer books, even if they contain rough work only, inside the back of the main answer book.

4.7. Take nothing other than the question paper (unless instructed otherwise) from the examination room. Do not damage any paper or other materials provided. Do not remove unused answer books from the examination room. Failure to observe any of these instructions will constitute an examination offence.

4.8. In your own interest, read carefully and follow exactly the instructions on your question paper. Write as clearly as possible and do not use faint ink or pencil. Write all answers in English unless you are instructed otherwise.

4.9. Students should fully complete the front page of their main examination answer book, and take particular care to clearly write their full CID number (stated on every ID card, in the format of 00123456) as their 'candidate number' on the front page of each of their answer books. All students must also enter on the front of the answer books the numbers of the questions attempted and complete and seal the signature flap.

4.10. You may not bring into the examination room any books, papers or instruments except those which have been specifically permitted. You are advised that this includes all electronic equipment such as mobile phones, smart watches, 'palmtop' computers, etc., which are not permitted in any examination room.

4.11. Candidates should also note that dictionaries for the purpose of enabling students to overcome any deficiency in their command of the English Language are not permitted in the examination rooms. Anyone bringing in any unauthorised material into the exam room may be suspected of cheating. If anyone is suspected of cheating, of attempting to cheat or of assisting someone else to cheat, the facts will be reported to the Registry for a full investigation. Such individuals may in consequence be disqualified from

the examination and excluded from all future examinations of the College. Any unauthorised notes or materials may be confiscated and retained by the College at its absolute discretion.

4.12. You are reminded that all work submitted as part of the requirements for any examination of the College must be expressed in your own words and incorporate your own ideas and judgements. Plagiarism, - that is, the presentation of another person's thoughts or words as though they were your own - must be avoided, with particular care in coursework and essays and reports written in your own time. Direct quotations from the published or unpublished work of others must always be clearly identified as such by being placed inside quotation marks, and a full reference to their source must be provided in the proper form.

4.13. Remember that a series of short quotations from several different sources, if not clearly identified as such, constitutes plagiarism just as much as does a single unacknowledged long quotation from a single source. Equally, if you summarise another person's ideas or judgements, you must refer to that person in your text, and include the work referred to in your bibliography. Failure to observe these rules may result in an allegation of cheating. You should therefore consult your tutor or course director if you are in any doubt about what is permissible.

5. **Candidates should also note the following:**

5.1. Candidates should not submit answers to more than the required number of questions.

5.2. All questions will carry the same number of marks unless otherwise stated in the rubric.

5.3. Credit will be given for good method even though a correct solution may not have been obtained.

Approved by Senate September 2011

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Contact for queries:		Head of Student Records and Data	
Cross References:			
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Imperial College Business School Examination
Guidance & 'Hints'

In addition to the Examination Instructions provided by Registry, the following 'hints' are based on past experience of exams in the School for both on campus exams and remote assessments.

- A number of students have missed exams in recent years by misreading their timetables. Please make sure that you turn up/are ready for your exam at the correct time and date. If you miss an examination (without any mitigating circumstances) this is an automatic fail.

- Please remember to bring your College ID card should your exam be on campus. It must be visible on your desk at all times.

- Please arrive at your examination venue or be logged on to your device at least 15 minutes prior to the start of the exam. This will ensure that you have plenty of time to get yourself settled & find your seat before the start of the examination. It will help the School to ensure all exams start on time.

- If you arrive or start more than 30 minutes late for an exam, you will only be admitted if no other candidates have left any of the rooms in which your examination subject is being held. There may be a delay while the invigilators check this for on campus exams.

- In all circumstances your answers will be marked in the order that they have been attempted. Any extra answers will **not be** considered. If you attempt a question and do not want it to be marked, please clearly cross out the answer to that question for on campus exams and do not write more questions within the digit al exam delivery system.

- For on campus exams all 'working' must be done in the answer booklet provided, and crossed through if you do not wish for it to be marked. Supplementary answer booklets will be available.

- For on campus exams please bear in mind that there are other candidates in the examination rooms, some of them may be permitted extra time by Registry. Silence should be observed at all times while you are within or near the examination room.

- For on campus exams no food or drinks are allowed in the examination room except bottled water, unless you have requested for it and it has been agreed prior to the exam taking place.

- For on campus exams if you require a container for your stationery, you should use a CLEAR, TRANSPARENT PLASTIC BAG. You will be asked to remove any non-transparent containers prior to taking your seat.

- For on campus exams unless you are completing a multiple-choice answer sheet all answer must be written in pen NOT pencil.

- For all digital exams you will be explicitly informed if you are permitted to use a calculator or use excel. Please adhere to the instructions

Mitigating Circumstances

Applications for the deferral of examinations, on medical or exceptional personal circumstances grounds, must be made using the College's mitigating circumstances policy. For further information, please see the Mitigating Circumstances section. All applications are reviewed by the Business School Mitigating Circumstance Panel where Business School practice and precedent will be used to ensure fair and consistent decision-making. All applications should be submitted via the programme team with all relevant supporting evidence within 10 working days of the assessment date.

Imperial College London

Mitigating Circumstances Request Form

This form should be used by students to claim Mitigating Circumstances for one or more assessments. It must be completed in full and supported by the relevant independent evidence. For information please see the policy and procedure document available at https://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/.

Please note that if the information provided in this form or the supporting evidence that indicates a serious risk to yourself or others that action may be taken by the College as part of its public duty to safeguard the health, wellbeing and security of all members of the College community.

Grounds

Grounds for mitigation are unforeseeable and unavoidable circumstances that could have, or did have, a significant impact on the academic performance of a student. This may occur at the time of the assessment or period immediately preceding it (e.g. revision period). They are:

- unforeseeable: the student would not have been anticipated the event,
- unavoidable: it would not be possible for the student to have reasonably avoided or prevented the circumstances.

The form, and evidence must be submitted to your department contact point within **10 College working days** of the assessment date. If evidence cannot be provided in this time, then submit the form and confirm when evidence will follow. Ensure that you have understood the requirements of the procedure and seek support from the Imperial College Union Advice Centre (advice@imperial.ac.uk), your personal tutor or departmental administration team.

What will happen if my claim for mitigation is successful?

If successful, the Board of Examiners will consider this alongside your academic profile (the marks you have achieved). You should note that any decisions, regardless of an accepted claim for mitigation must consider the College and any programme specific requirements/ regulations. The final decision rests with the Board of Examiners. This may include:

- being given an additional attempt at the assessment for an uncapped (deferred) or capped (resit) mark
- having a late submission to be accepted and marked as though 'on time'
- the Board of Examiners to look at their decision again with regards to progression, transfer or final programme outcome (such as an uplift in classification) in the light of the accepted claim.

Personal Details			
Forename:		Surname:	
CID no:		Department:	
Programme of Study:		Year of study:	
Contact email address			

Assessment claimed for.
Please use the box to list all assessment that you wish to claim mitigation for. Add rows as necessary.

	Module/assessment name	Title/description	Date of assessment
1			
2			
3			

OR, I wish to declare and claim mitigation for all assessment this academic year.	☐

Reason for Claim
Please use the box below to describe the reason for your claim. You must clearly explain:

- the circumstances of the claim - "what"
- the impact on your studies - "how"
- the period that you have been affected - "when"

Claims received after the 10 working day deadline
This section ONLY needs to be completed for claims submitted AFTER the 10 working day deadline. Where you have been unable to claim within the deadline please explain in the box below the reason for this. You are also required to provide supporting evidence.

Evidence/supporting documentation (see evidence requirements in the policy)
Please list all the documents that you are providing to support your claim. Where documents are to follow please indicate when they will be provided. Evidence may be submitted in a sealed envelope marked 'Private and Confidential – for the attention of the MCB' and your CID number.

1	
2	
3	
4	

Self-certification. Please note that self-certification should only be used in circumstances where independent evidence cannot be provided. In some cases the panel considering your claim will not accept the claim where it is self-certificated. **Please provide the details of your self-certification below.**

Reason for absence/sickness:	

Date(s) you were affected:	
Number of days you were affected:	
Reason for self-certification: *Why are you not providing independent evidence?*	

Privacy statements

1. The College will normally only share the information in this claim with those that are required to consider the claim*.
2. The full information that is contained in the claim submission will only be held for the period as outlined in the College retention schedule.
3. Fully anonymised data may be retained after this date for the continuous improvement of processes and procedures, for example analysis of types of cases and outcomes, or for training purposes. No individual will be identifiable from this data.

***In certain circumstances the College may be required to share the information provided in this form where it is considered that the information relates to a concern for the safety and wellbeing of any member of the College community, for example where there is a direct risk to the student or another individual.**

Student Declaration

Please note that if this section is incomplete, the claim cannot be considered.

As the claimant, by submitting this form and supporting documentation:

- I declare that the information given is true and accurate to the best of my knowledge. ☐
- I declare that I have consulted the Mitigating Circumstances Procedure prior to completing the form. ☐
- I understand that the information and documentation in this form will be shared in order for the College to fully consider the claim. I note for my safety and wellbeing or that of others further dissemination of the information may be required. ☐

Student signature: *Typed is sufficient*		Date	

Advice and guidance
Below are a series of frequently asked questions about the mitigating circumstances (mit circs) process.

Where can I get support?
There are a number of places you can seek support or advice such as your tutor, the Disability Advisory Service or the Imperial College Union Advice centre. Please ensure you access support as this may be your only opportunity, and you need to make sure you have given all the information needed.

Is there a 'best' way to present my case?
Each case if different but general advice is:

- **Read the procedure and any guidance in full** before starting.
- **Write everything down** in a draft first statement to ensure that you have all the information about your claim.
- **Don't withhold information because you are embarrassed or don't want to share it for whatever reason.** The panel can't consider what they don't know or you haven't clearly explained.
- **Don't include information that is irrelevant**, your main points could get lost.
- Use this information to produce a timeline, information presented chronologically is easier to follow.
- **Identify any documents/evidence** from your timeline that you will need to support the claim.
- Once you have completed the form **run through the procedure again**, with your notes, to ensure that you have covered everything you needed to say.
- **Ask someone you trust**, such as a friend or relative or a member of the Imperial College Advice Centre **to review your statement**.
- Remember that the panel/caseworker is not an expert in you or your programme. You need to explain, don't assume they will understand.
- **Make sure you meet the deadline**. If you are waiting for a document or information, it is better to submit what you have and state when you expect to be able to send it on. Late claims are likely to be rejected.

What evidence do I need?
The evidence that is needed to support a claim will differ depending on your circumstances, but it must **1.** Relate to the time of the assessment, **2.** Be independent, **3.** Explain the impact on your studies. **4.** Demonstrate the severity of the circumstances on you. Remember that the panel not medical experts and will not have the knowledge to interpret medical reports and jargon.

Can a claim be raised for me by someone else?
No, not normally. As you are an adult, under UK law the College cannot discuss your case with anyone else including your parents, partner etc. unless we have your specific written permission to do so. Please see the section of the procedure regarding support and representation.

What happens once I have submitted the claim?
The claim will be reviewed by the department mitigation panel. These will be the only ones to review the claim in full. They will make a recommendation based on their consideration of your case to the Board of Examiners. The Board will only receive the decision (accept etc.), they do not receive the details of your claim.

How long will a claim take to be considered?
Panels meet regularly so you should not have to wait too long for a decision, but each department has its own panel, set up to meet the requirements of the programmes it runs, rather than a College wide timetable. The department administrator will be able to give you an indicative timescale.

What happens if my claim is successful?
If successful, the Board of Examiners will consider this alongside your academic profile. You should note that any decisions, regardless of an accepted claim for mitigation must take into account the College and any programme specific requirements/ regulations and therefore may not appear to directly correspond to any requests you have made.

What happens if my claim is not successful?
If your claim is not successful as the panel did not consider that your evidence was sufficient to support the claim, you will be given 5 working days to resubmit with additional evidence.

If your claim is not accepted following resubmission, or if it was rejected for other reasons (not meeting the definition or late without an acceptable compelling reason) you may consider requesting an Academic Appeal. The purpose of the appeals process is to ensure that the mitigation panel have correctly followed the procedure, or that the decision was reasonable in all the circumstances. Please see the Academic Appeals procedure for more information.

Imperial College London

Student Self-Certification Form

Mitigating Circumstances Claim

This form should be used by student by making a claim for Mitigating Circumstances that is unable to provide independent supporting evidence. Please see the relevant section of the Mitigating Circumstances Policy and Procedure

This form should not be used for to claim for a period longer than 5 working days. The mitigating circumstances claim must be supported by independent evidence.

Students should only "self-certificate" as a last resort if no other independent evidence to support the impact of the circumstances on their studies can be obtained, and should note that the use of self-certificates will be monitored.

The Mitigating Circumstances Board (MCB) will review the claim and this form to come to their decision. Ensure you fill them in as clearly and fully as possible. Please note that in some cases you may need to supply for further information to support your self-certification. For example if you are claiming for a migraine attack, you will need to supply medical evidence that supports that you suffer from migraines.

Personal Details			
Forename:		Surname:	
CID no:		Year of study:	
Programme of Study:			
Department:			
Details of circumstances			
Date(s) you were affected:			
Number of days you were affected:			
Reason for absence/sickness:			
Impact of those circumstances on the ability to take/complete assessment			