

**APPENDIX 1: MITIGATING EVIDENCE CLAIM (MEC) AND NO REGISTERED DISABILITY (September 2012)**

Processing of Mitigating Evidence Claims (MEC) for students not flagged with a disability. MEC must be appropriately evidenced and the following procedures describe how a claim is processed and the student notified of the outcome with an opportunity to submit additional evidence within 3 weeks of notification of rejection. DoSEs are empowered to decide on the admissibility of the evidence related to impact on individual student performance in assessment, rather than the impact on the student overall, and therefore evidence may be rejected if dates do not correspond to assessment even if the evidence itself is admissible. DoSEs may remove penalties only if MEC and evidence submitted on time. The MEC Committee will meet after the module assessment board has confirmed marks to consider the impact of MEC on assessment at the level of the Module. The MEC Committee will subsequently make recommendations to the School Progression and Award Board who will remain the academic decision making body for all matters relating to progression and awards.

