How to Access MEC Decisions on Sussex Direct – A Guide for Students

Steps that Students should take to access the MEC Decisions on Sussex Direct are as follows:

1. Log into Sussex Direct using the web URL: [https://direct.sussex.ac.uk/mle/login.php](https://direct.sussex.ac.uk/mle/login.php)

2. Under their Study Tab, choose the option of Mitigating Evidence.

3. They will see a list of Mitigating Evidence Claims that they have submitted for the current academic year.

4. Click on the **Claim No** which is hyperlinked in blue to access further details about the MEC Claim and to see the decisions made on their MEC Claim.

5. All MEC Claims statuses will remain in Draft mode or in Awaiting Decision/Evidence Pending (when they have submitted the claim and is being processed). There are plans which will review the statuses shown on Sussex Direct so that the student knows that the MEC Claim has been processed either successfully or unsuccessfully.

6. To access their MEC Claim decisions, they need to go to the bottom of the web page and find the table which is headed Mitigating Evidence Claim: Assessments:

   ![Mitigating Evidence Claim: Assessments](image)

   7. They will see a list of assessments that they have submitted the MEC Claim in for, along with the mode of assessment, whether it was an Initial Attempt / Resit / Sit, the date the piece of work was due in / when the piece of work was submitted, the mitigating evidence that they are submitting for and what their original penalty given was.

8. When the MEC Committee meets to discuss the various cases, the central database is updated to record these decisions in the form of condoned non submission (gives mark of 0%), condoned 24 hours late, condoned 7 days late which provides the full mark to the student (no penalty incurred).

9. Once the database has been updated, this information can then be viewed in Sussex Direct under the Mitigating Evidence area in the Mitigating Evidence Claim: Assessments table as shown above.

10. If their MEC Claim was successful, the **Circumstance** column shown above will be updated i.e. their original penalty will be over-ridden with the new MEC Decision. Example of MEC Decisions shown in Circumstance column are:

   **E.g. 1.** a non submission in circumstance once MEC is successful becomes a condoned non submission:

<table>
<thead>
<tr>
<th>Circumstance</th>
<th>Mitigating Evidence Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Condoned non-submission</td>
<td>Non Submission</td>
</tr>
</tbody>
</table>

   **E.g. 2:** A 24 hours late or 7 days late in circumstance becomes either condoned 24 hours or condoned 7 days late if MEC is successful:

<table>
<thead>
<tr>
<th>Circumstance</th>
<th>Mitigating Evidence Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Condoned 7 day late (No Penalty)</td>
<td>Late</td>
</tr>
</tbody>
</table>