

Quality Code for Higher Education

Medical Note to Support Student Mitigation for Assessments

Students claiming Mitigating Circumstances relating to assessments must complete the Mitigating Circumstances form and attach all relevant evidence. Evidence can include prescriptions, appointment letters, letters from medical professionals, etc. Where this evidence is not available, students may use this form to request their GP or other medical professional to assist in providing evidence.

To be completed by a Doctor / other medical professional:

Thank you for assisting the College by certifying this student's illness. The student should have communicated to you the effect of this illness on his/her academic performance. We would be grateful for any comments you are able to make on this illness. Please return the completed form to the student as soon as possible.

Student's Name: _____

Doctor's / Medical Professional's name: _____

Surgery: _____

Nature of illness / clinical diagnosis: _____

Please comment on the likely impact of the illness on the student's performance in, or preparation for, exams or other academic assessments:

Doctor's signature: _____

Practice stamp:

Date: _____

If you would prefer to certify this illness in the form of a letter to the College or standard "fit note" please do so by providing this to the student to present to the College.

Note:

The College does not require medical evidence to support student absence from College for short periods. However, in cases where the student is requesting special treatment in relation to their examinations and other formal assessments, we do require confirmation of the illness and where possible, the effect on their performance. This is to ensure that students are treated equitably in their assessments and to ensure the standards of our awards.

Students – when complete, attach this form to a mitigating circumstances or coursework extension form as appropriate, and forward to your Curriculum Leader.