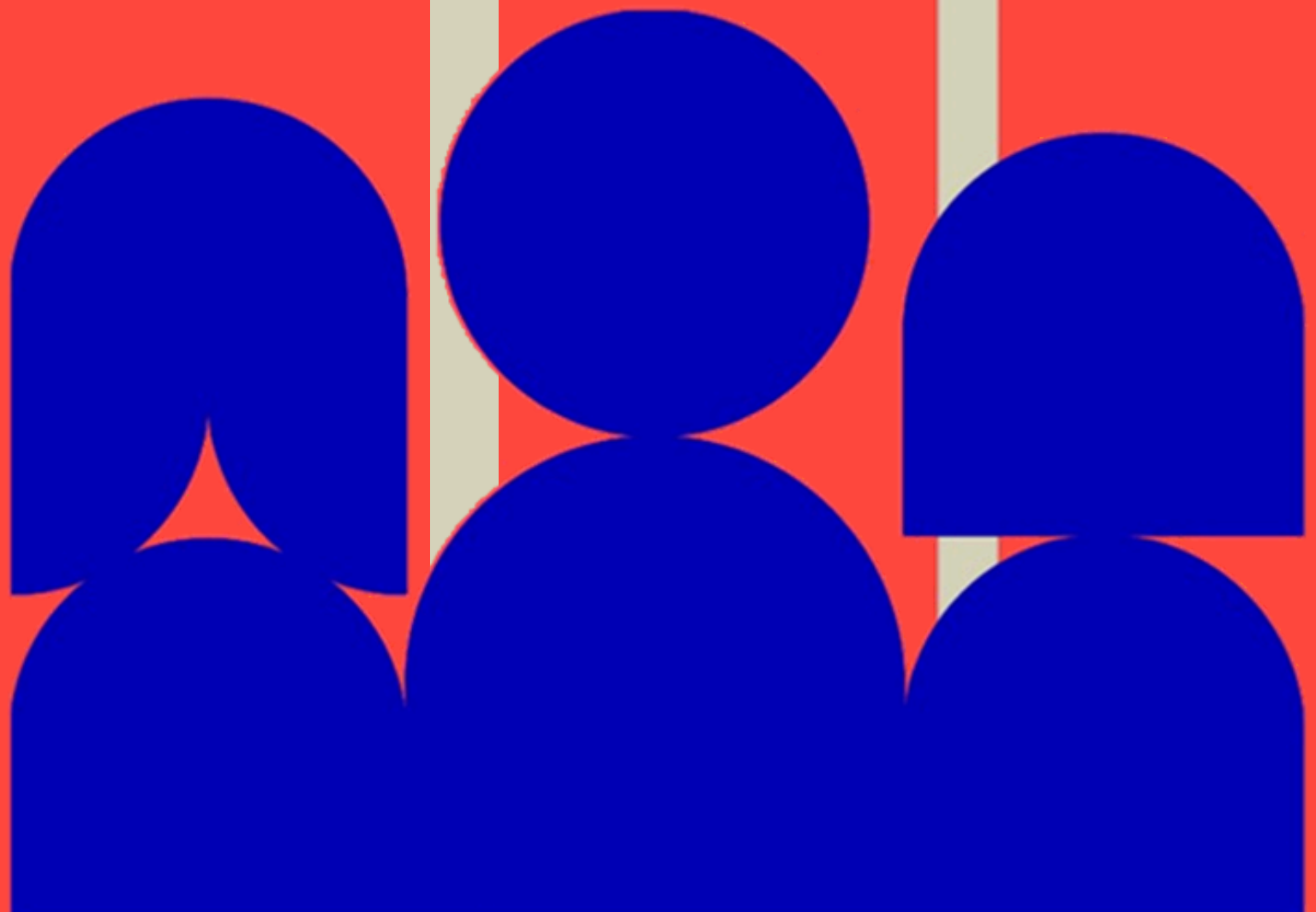


Amber's plain language guide to...

IMCS
(Individual Mitigating
Circumstances)



IMCS

What are they?

Individual Mitigating Circumstances (IMCs) are anything that stop you from taking an assessment, or make you perform worse than usual.

IMCS

What counts?

IMCs can be due to:

- something unexpected happening to you
- something unexpected happening to someone in your life
- a significant event outside of your control

IMCS

What doesn't count?

- “Normal life events” like minor illness, or “exam stress”
- Not being aware of submission dates
- Bunching deadlines
- Lack of time management
- Submitting the wrong documents

IMCS

What do they do?

What IMCs can and can't do depend on your individual situation and course, but as a couple of examples:

They **DON'T** change your mark, or allow a retake if you have passed the unit

They **COULD** change your end degree classification, or allow progression onto the next year

IMCS

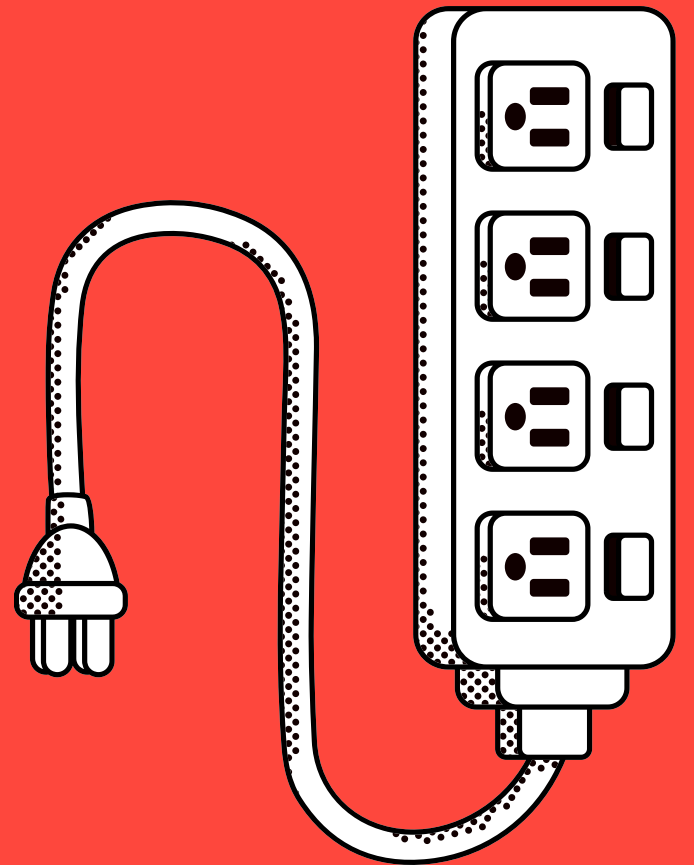
What is the process?

ONE

Apply for an extension.

When you apply for an IMC, you are often asked if you have already requested an extension.

If you have not requested an extension, you will be asked to justify why not.



IMCS

What is the process?

TWO

Get help !

Reach out to someone you feel comfortable talking to – like your Director of Studies or SU Advice & Support.

This will also provide time-stamped evidence you can use later



IMCS

What is the process?

THREE

Fill out your form

Filling out your form as early as possible allows you to gain feedback on it, and means you can send it as soon as possible after your exam or coursework deadline.



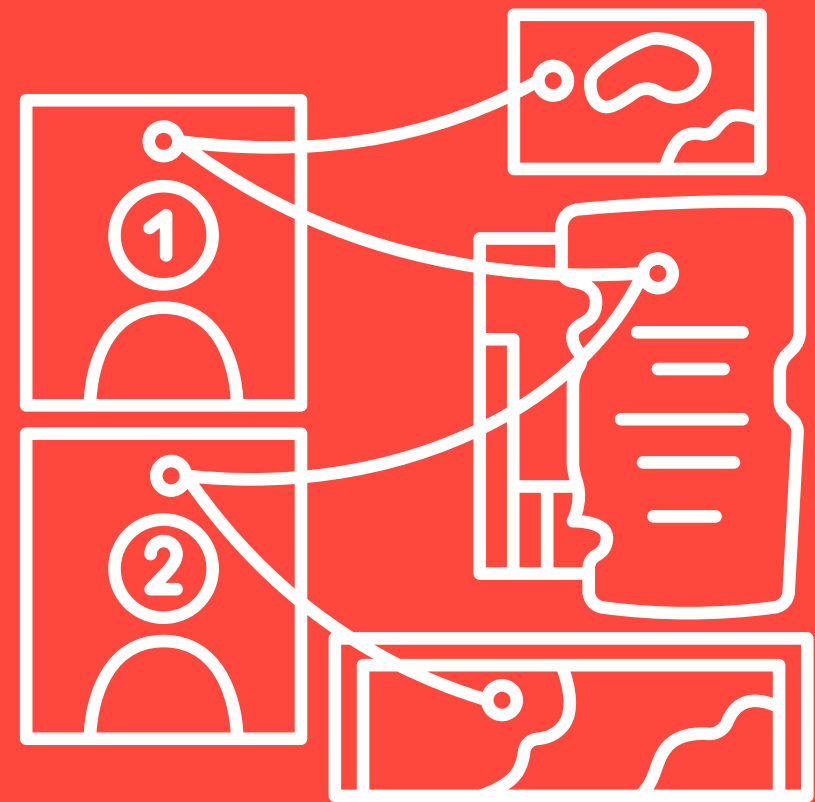
IMCS

What is the process?

FOUR

Get your evidence together

There is a reference list online, and an excel sheet with examples in the Academic Rep 'Useful Info' section.



IMCS

What is the process?

FIVE

Submit within 3 working days

You will be told the result of your IMC with your results.

If accepted, this will show as 'MC' on your transcript

