Should I submit a mitigating circumstances form?

Have you been absent for a period of one week or less due to a short illness?

YES

Have you missed any assessments (e.g. a coursework test or exam), or does attendance count towards your final mark?

NO

Submit a self-certification form to the School of Maths reception.

YES

Does the missed assessment or absence make up more than 20% of the final mark for that unit?

NO

SUBMIT AN ONLINE MITIGATING CIRCUMSTANCES FORM WITH A SELF-CERTIFICATION FORM AS EVIDENCE.

YES

Your illness has lasted for more than one week, is serious, or your circumstances are different/serious/ongoing.

Submit an online mitigating circumstances form with independent documentary evidence.