

What are mitigating circumstances?

- A mistake or irregularity in the administration or conduct of the assessment, or
- Evidence of bias in the conduct of the assessment, or
- Subject to the Fit to Sit Policy and SQE Assessment Regulations, a candidate's illness or other personal circumstances beyond their reasonable control

which have, or are likely to, materially and adversely affect a candidate's marks or performance in the assessment.

Process

1. Read the Mitigating Circumstances policy - sqa.sra.org.uk/policies/mitigating-circumstances-policy
2. Use the mitigating circumstances form to apply - sqa.sra.org.uk/sqa-mitigating-circumstances-form
3. Timing – submit the form within five working days of the end of the assessment window

Process

4. Wherever possible, send in your independent supporting written evidence with your form
5. If you cannot send the evidence within five working days, submit the form within this time and the evidence can follow
6. Decisions made by the Assessment Board

Assessment Board decisions

- If the claim is upheld, possible discount for the exam attempt or refund of fee
 - NB: the Assessment Board will not increase marks
- If not, the exam attempt is counted
- Will not consider claims where the candidate has passed

Key information

- Assessment regulations -
sqa.sra.org.uk/policies/assessment-regulations
- Mitigating Circumstances and Fit to Sit policies -
sqa.sra.org.uk/policies