Royal College of General Practitioners
MRCGP Examination

Mitigating circumstances policy

1. **Mitigating Circumstances** are serious, unforeseen, unpreventable events that significantly affect candidate performance.

2. The RCGP would normally expect a candidate who believed that their performance was likely to be affected by mitigating circumstances arising before an assessment to withdraw from that sitting and re-sit at a later date. Both the AKT and CSA can be taken more than once.

3. Where mitigating circumstances arise during an assessment which the candidate believes are having a material, detrimental effect on performance, the candidate would normally be expected to withdraw from the sitting and re-sit at a later date. If the candidate wishes to proceed with a request for mitigating circumstances to be taken into account, s/he must submit a request using the mitigating circumstances form.

4. If a candidate decides to proceed with an assessment even though s/he believes that mitigating circumstances are having an effect on performance, then the mitigating circumstances must be reported to the duty marshal or invigilator who will complete a contemporaneous record which will be signed by the candidate. If the candidate wishes to proceed with a request for mitigating circumstances to be taken into account, s/he must submit a request using the mitigating circumstances form.

5. Candidates reporting mitigating circumstances during an assessment will not normally be allowed any additional time to complete an assessment unless an error of process on the part of the RCGP or test centre has denied them the full time to complete the assessment.

6. Where mitigating circumstances arise that affect all candidates the duty marshal or invigilator supervising the assessment will be responsible for deciding what action to take and will provide a written report to the Examinations Department.

7. All reports of mitigating circumstances will be considered by the Head of the Examinations Department or the Chief Examiner, or a nominated deputy, who may consult others as they see fit. Records of any mitigating circumstances submitted in respect of other assessments may be used to inform the decision making process.

8. Mitigating circumstances will not result in additional marks being awarded. However, candidates who report mitigating circumstances that are accepted by the RCGP may, under the following Regulations, have the fees for a re-sit waived, and/or be assisted in taking a re-sit and/or be permitted to take the AKT and CSA once more in the six month period immediately following completion of training.

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1 For example illness or bereavement
2 For example the evacuation of the building during the assessment