***MCE decision record: Table template***

Please note the table should be completed in reference to the guidance provided for Boards of Examiners in *Annex E: Consideration of Mitigating Circumstances by Examiners* of the [Exams and assessment framework](https://academic.admin.ox.ac.uk/examiner-appointments-and-payments).

Actions available:

1. No adjustment made/action taken\*
2. Finalising the\* mark for a paper or papers taking into account all available material
3. Passing the\* notice to the examiners of the final results/ classification meeting (this **must** be done for early parts of multi-part exams, and exams which release final marks throughout the course)
4. Disregarding a paper or papers and finalising results on the basis of the remaining work
5. Reviewing the progression requirements\*
6. Reviewing the classification/overall outcome requirements (giving particular consideration to candidates who are just below boundaries for classification)
7. Removing any\* cap on resit marks
8. Recommendation to Education Committee for an exceptional resit\*

\*All actions can be taken by a final exam board but these are the only actions that can be taken by interim exam boards.

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| Candidate Number | **Evaluation of seriousness of impact to examiners** | | | | **Summary of Action taken** | | |
| *(completed at Mitigating Circumstances Panel meeting)* | | | | *(to be completed at results confirmation meeting)* | | |
| Papers likely to have been affected | If a subset of papers (please state which) | Which mitigating circumstance(s) impacted the paper(s) | Commentary on impact of mitigating circumstance(s) on listed paper(s):  *(This commentary should be sufficiently detailed to enable the exam board to determine what actions may be applicable: please provide* *comments for each circumstance, the evidence considered/absent, and seriousness of impact considered to have occurred with reasoning.)* | Action(s) taken:  (1-8; eVision requires a numerical value)  *(if more than one mitigating circumstance has been reported, please indicate which action relates to which circumstance and, where relevant, which subset of papers)* | Commentary on options considered  *(This commentary should be sufficiently detailed for a candidate to know what options have been considered, the reason(s) for the decision made, and why other options were not appropriate*.) | |
| (All papers or subset of papers) |
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|  | **Section completed by:** | | |  | **Section completed by:** | | **Date:** |