

University of West London Mitigation Claim Form

Before submitting your claim for mitigation please refer to the University of West London Students' Mitigation Policy on the UWL website at:

http://www.uwl.ac.uk/current_students/extensions_and_mitigating_circumstances.jsp

ALL SECTIONS OF THIS FORM MUST BE COMPLETED - FOR ADVICE AND GUIDANCE PLEASE CONTACT THE STUDENTS' UNION AT www.westlondonsu.com/representation

Surname _____ First name _____

Student Number _____ Start date _____

Address _____

Programme _____

Circle: Paragon Ealing S.M.R Reading

School (i.e Ealing Law School) _____

Name of Personal Tutor/ Programme Leader _____

Please discuss your claim with your Personal Tutor / Programme Leader, who will need to sign this form before the Mitigation Board can consider your case.

Submission deadline/ Exam date	Module Code	Title of Assessment/Exam Assessment 1 or 2	Attempt (First/Resit)	Extension Date Requested
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Please note that your mitigation cannot be considered without

- 1) a statement from you explaining the circumstances
- 2) evidence (e.g. medical certificate)

Please ensure you keep a copy of any evidence submitted.

To be completed by Personal Tutor/ Programme Leader (please tick):

Supporting statement explaining circumstances attached? YES

Evidence of Mitigation Attached e.g. Medical Certificate? YES

Signature of Personal Tutor/ Programme Leader _____ Date ____/____/____

To the student: Please sign here to indicate that you give your consent for the content of this form and the supporting evidence to be shared with the members of the Mitigation Board.

Signature of student _____ Date ____/____/____

For Staff Use:

Date Received : _____

Print Name _____

Name of Administrator / Academic for outcome summary re Assessment Board:

An electronic copy of this form is available @

http://www.uwl.ac.uk/current_students/extensions_and_mitigating_circumstances.jsp

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