BEFORE COMPLETING THIS FORM:

1. **Consider an extension:** If the submission date for your assessment hasn’t passed, you should get in touch with your Module Leader to request an extension of up to 10 working days, click [here](#) to access the extension form. If you need longer than 10-days, then mitigation is appropriate. You should also let your Personal Tutor know if you are unable to submit on time.

2. **Contact the UWLSU Advice Service:** They’ll help you complete the form and advise what evidence best supports your claim. See [www.uwlsu.com/advice](http://www.uwlsu.com/advice) for details about their drop-in service. Statistics show that students supported by the UWLSU Advice Service are much more likely to have their claims accepted!

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**Full Name:**  
**Student ID Number:**

**Reason for mitigation:**
- □ Absence from an examination/practical/presentation or non-submission of coursework
- □ Issues with an assessment that has been attempted
- □ Other: __________

**Type of mitigating circumstances:** (appropriate and relevant evidence must be provided in all circumstances)
- □ Physical or mental ill-health (medical certificate / hospital letter)
- □ Severe financial hardship (relevant debt letter or proof of funds)
- □ Bereavement (death certificate with proof of relationship to deceased / letter from professional source)
- □ Acute emotional/personal difficulties (letter from University Counselling Service or equivalent professional service and /or medical letter)
- □ Disability (ISP or diagnosis letter - where the student’s disability comes to light for the first time at assessment)
- □ Victim of crime (police report with crime reference number)
- □ Domestic disruption (eviction notice / police report)
- □ Jury Service / Court Attendance (summons notice)
- □ Unavoidable absence due to unforeseen requirements of employer (letter from employer on headed paper)
- □ Other unforeseen serious circumstance (provide details in supporting statement with relevant evidence)

**Modules and Assessment(s) affected** (List all the modules and assessments affected by your circumstances individually)

<table>
<thead>
<tr>
<th>Module Title: (as shown in your Module Study Guide)</th>
<th>Module code: (as shown in your Module Study Guide)</th>
<th>Assessment Affected: (circle the type and number of the assessment you want to mitigate for)</th>
<th>Original submission date: (and extended submission date if agreed by tutor)</th>
<th>Which Attempt was this:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam / Coursework A1; A2; A3; A4</td>
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<td></td>
<td>□ First Sit □ Resit</td>
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</tr>
</tbody>
</table>
Describe your circumstances:

State how your circumstances have affected your ability to complete your assessment(s):

Are you requesting another attempt:
If you are granted a further attempt, this will be at the next available opportunity. This could impact your progression status and/or graduation date. Please check with your Personal Tutor or Course Leader for any professional regulations that apply to your course

☐ Further attempt  ☐ Other:

List all the evidence you have to support your claim:
Please note: Your evidence must be dated, and relevant to the assessments you wish to mitigate for. Evidence should be from a professional involved in your circumstances. You could also include a supporting statement from your Personal Tutor or Module Leader and a copy of your ISP (if applicable). Without appropriate and relevant evidence your claim will be rejected

Signed: __________________________  Date: __________________________

DECLARATION:

☐ I confirm that I have read the guidance accompanying this form and the relevant section of the University’s Regulations.

☐ I confirm that the information I have given is true and accurate to the best of my knowledge. I understand that any false information or deliberate omission will render invalid my mitigating circumstances claim and any decision made by members of the Mitigating Circumstances Panel.

Data Protection

Personal data collected on this form will only be used for the purpose of student and course administration as required by the University and will be retained on your file. We may use this information to identify support or services which would be beneficial to you. By signing this form you will be giving the University permission to collect, hold and process additional personal data relating to you for evaluation of your mitigating circumstances.

☐ If you consent to us sharing the outcome of your mitigation with the Students’ Union please tick this box.

Signed: __________________________  Date: __________________________

If you would prefer your claim to be confidential, please place the form and supporting evidence in a sealed envelope with your name and student ID number, and write *Mitigating Circumstances – Chairs Eyes only* on the envelope.

Send your completed Mitigation Form and supporting evidence to: mitigationapplications@uwl.ac.uk
You can submit a paper copy (remember to keep a copy for yourself) to the Student Administration desks on the 4th floor of Paragon House, Brentford Site, or the Heartspace, St Mary’s Road, Ealing Site, in an envelope marked ‘Mitigation’.
1. **Extensions:** Where you have good reason to submit late, you should apply to your Course or Module Leader for an extension *(maximum of 10 working days)* in relation to any element of assessment, with the exception of an examination. The application should be made prior to the original deadline and must be made in writing using Form E (Extension request pro-forma). Click [here](#) to access the form. Should this not be enough time to complete your work and you have evidenced exceptional circumstances then you can submit a mitigation claim. However, you must remember that according to the University Academic Regulations:

   > ‘Mitigating circumstances are circumstances that are outside a student’s control which may negatively impact a student’s ability to undertake or complete any assessment, such that the assessment submitted would not be a true reflection of the student’s capabilities in normal circumstances.’

   Any claim that does not fulfil these criteria will not be classed as mitigation and rejected.

2. **Timescales for Submitting Mitigation:** If a ten day extension is not appropriate you must present mitigating circumstances requests in writing, using the University pro forma normally before the due date of the assessment or attendance date of the examination, practical or performance. If the circumstances are not known in advance, mitigating circumstances must be submitted no more than ten working days after the incident. Submissions by other students cannot be accepted on behalf of a student. All applications, including supporting evidence, are regarded as highly confidential.

3. **Late submissions:** under exceptional circumstances late applications will be considered on a case by case basis and must be accompanied by supporting documentary evidence and a detailed statement as to why the claim is late.

4. **Cases that will not be considered:** Cases will not be submitted to a panel where the claim is not complete and will be returned to students for further information and evidence if:

   - the form has not been appropriately completed and no evidence is attached;
   - the evidence is either illegible or not written in English, unless an official translation is attached;
   - the period of assessment does not fall within the documentary evidence provided;
   - the medical evidence in support of the application is not certified by a registered medical practitioner;
   - there is no evidenced link of the relationship between the claimant and the named person(s) in their evidence;

   The following circumstances do not meet the criteria for mitigation and will be rejected:

   - a computer or technical failure occurred completing the assessment;
   - there are multiple assessment deadlines;
   - there are other commitments outside of study, such as normal employment.

5. **Supporting Evidence:** Evidence of personal problems must be documented and supported by appropriate independent professional statements. Submitted forms must be supported by appropriate evidence within 20 working days of the assessment date.

   *Note:* Any costs incurred in supplying evidence are the responsibility of the student, and the University reserves the right to contact any person named in an application for mitigation to seek clarification or further information including checking the authenticity of the evidence submitted.

6. **Further Information/Advice:** Any enquiries should be addressed to mitigationenquiries@uwl.ac.uk

   Click [here](#) to access the Academic Regulations

   Extensions and Mitigation forms can be found at the following link: [here](#)

   Advice can be sought from the Student Union Caseworkers via this link: [here](#)

   Click [here](#) to access Student Support Services