

If you have **exceptional circumstances** that mean:

- you are not able to attend an in-person assessment (like an exam or in-class test);
- you won't be able to submit coursework, even up to 10 days late;
- you have failed or not submitted an assignment and couldn't apply for Extension or Mitigation before the deadline;

Then Mitigation allows you another attempt at an assessment you could not complete or did not pass.

If you are not sure if you are eligible or need support with your request, get in touch with the UWLSU Advice Team at [www.uwlsu.com/support](http://www.uwlsu.com/support)

If you're experiencing difficulties that are affecting you or your studies, remember to talk to your Personal Tutor, and find out about the support available at [uwl.ac.uk/current-students/support-current-students](http://uwl.ac.uk/current-students/support-current-students).

Remember that even without Mitigating you get two attempts at an assessment: a first attempt, and a resit attempt (where your mark is capped at the pass mark). Repeatedly delaying assessments may mean you have to wait until the next year to try again and could delay your progression or graduation.

You can also Mitigate to retrospectively get a penalty for late submission of coursework lifted, or in extreme circumstances, to get a free retake of a failed module (including teaching).

### What are exceptional circumstances?

Exceptional circumstances are circumstances outside your control that mean you cannot submit your work on time, or attend an assessment. This includes things like bereavement, serious illness, and eviction, but not things like regular employment, having multiple assessments, or computer failure. See examples at [uwl.ac.uk/about-us/policies-and-regulations/academic-regulations-exceptional-circumstances](http://uwl.ac.uk/about-us/policies-and-regulations/academic-regulations-exceptional-circumstances)

### Self-certification

If you apply **before the assessment deadline** you can choose to **self-certify** your mitigation. Self-certification means you normally don't have to provide evidence to support your claim. You only get **3 self-certifications per academic year**, which you can use on either extension or mitigation.

**Even if you self-certify you must detail your exceptional circumstances in your request.**

### Evidence

If you **do not self-certify**, you will **need to provide evidence** of your extenuating circumstances before they can be accepted. Good evidence would be a doctor's letter or fit note, statement from a counsellor, hospital appointment letter, crime reference number, eviction notice or similar independent evidence.

Send your completed Mitigation Form to: [mitigationapplications@uwl.ac.uk](mailto:mitigationapplications@uwl.ac.uk).

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### MITIGATION DETAILS:

Full Name:

Student ID Number:

Reason for Mitigation:

Briefly describe your circumstances and the effect they have had on your ability to submit work on time:

### ASSESSMENT DETAILS (1):

Module Code:

Module Title:

Assessment Number:

Assessment Deadline:

Self-certify this assessment (upcoming assessments only): ☐

## ASSESSMENT DETAILS (2):

Module Code:

Module Title:

Assessment Number:

Assessment Deadline:

Self-certify this assessment (upcoming assessments only): ☐

## ASSESSMENT DETAILS (3):

Module Code:

Module Title:

Assessment Number:

Assessment Deadline:

Self-certify this assessment (upcoming assessments only): ☐

## DECLARATION:

- ☐ I confirm that the information I have given is true and accurate to the best of my knowledge. I understand that false information or deliberate omission will invalidate my mitigation and may result in disciplinary action.
- ☐ If you consent to us sharing the outcome of your mitigation with the UWLSU Advice Service please tick this box.

Signed:

Date:

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## DATA PROTECTION:

Personal data collected on this form will be used for the purpose of considering your mitigation and will be retained on your file. We may use this information to identify support or services which would be beneficial to you. The information provided will not be shared beyond those processing the mitigation. For further information please see the Privacy notice for students available at [uwl.ac.uk/about-us/policies-and-regulations/privacy-and-data-protection](http://uwl.ac.uk/about-us/policies-and-regulations/privacy-and-data-protection).