SUBMITTING LATE MITIGATION:

1. Late mitigation can be requested for failed assessments or for non-submitted assessments, where you have evidence of mitigating circumstances. You cannot mitigate for modules or assessments that you have passed.

2. If it is less than 10 working days from your assessment due date, use the Self Certification Form (Form S) found at [uwl.ac.uk/policies](http://uwl.ac.uk/policies).

3. **Speak to 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.

HOW TO APPLY:

Send your completed Late Mitigation Form and supporting evidence to: [mitigationapplications@uwl.ac.uk](mailto: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’.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Student ID Number</th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>Modules and Assessment(s) affected (List all the modules and assessments affected by your circumstances individually)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module Title: (as shown in your Module Study Guide)</td>
</tr>
<tr>
<td>Written Coursework / Exam / Other</td>
</tr>
</tbody>
</table>

Reason for mitigation - what are your circumstances and how have they affected you?

<table>
<thead>
<tr>
<th>Period of mitigation – the dates where you were affected by your circumstances:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date From:</td>
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</tbody>
</table>

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 self-certification and may result in disciplinary action.

☐ If you consent to us sharing the outcome of your Late Mitigation with the UWLSU Advice Service please tick this box.

Signed: ____________________________ Date: ____________________________
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.

LATE MITIGATION GUIDANCE NOTES:

‘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.’

Reasons for Mitigation include:

- physical or mental ill-health
- severe financial hardship
- emotional/personal difficulties e.g. bereavement
- disability i.e. where the student’s disability comes to light for the first time at assessment
- unavoidable absence from the University e.g. unforeseen requirements of employer
- unavoidable absence from home e.g. eviction
- loss of immigration status
- jury service
- other serious circumstances which could not be foreseen by the student or serious circumstances beyond the control of the student.

1. **Self-Certification**: If it is before, or within 10 working days of your assessment due date, submit self-certification using the Self-Certification Form (Form S) found at uwl.ac.uk/policies.

2. **Late Mitigation**: When you have failed an assessment, or have not submitted an assessment or were unable to attend an examination due to your mitigating circumstances, but didn’t make them known at the time, late mitigation may allow for a further attempt at an assessment.

   You can’t mitigate if you have passed the assessment or module, unless your course is accredited by a Professional Body that requires a higher threshold of achievement.

   Make sure you get in touch with your Personal Tutor, Module Leader, or Course Leader for academic advice, and the Students’ Union for support with the impact of mitigation on your workload and progression to the next level of your course. Remember, mitigation may delay your graduation.

3. **Evidence for Late Mitigation**: All Late Mitigation requires evidence relevant to your circumstances and the period of the assessments you’re mitigating

   - For ill-health you must provide certification from a registered healthcare practitioner involved in your care.
   - For personal circumstances you must provide a statement from an independent professional involved in your care, eg a Counsellor, the University Wellbeing Team / Student Services

   You are responsible for providing evidence, and for any costs incurred providing evidence to support your case. The University reserves the right to contact any person named in your application to seek clarification, further information, or to check the authenticity of any evidence submitted.

   Self-certification or parental letters will not be accepted. Supporting statements from Personal Tutors or Course Leaders will only be considered where it is impossible to provide evidence from an independent professional.

4. **Further Information/Advice**:

   Visit uwl.ac.uk/policies to read the Academic Regulations and get Self-Certification and Late Mitigation forms.

   Get help submitting mitigation from the UWLSU Student Advice Team. Find out more at www.uwlsu.com/advice

   Find out about how we can support you with your circumstances at uwl.ac.uk/current-students/support-current-students

   Any questions? Get in touch with mitigationenquiries@uwl.ac.uk