UNIVERSITY OF EXETER **MC2**

*College of Engineering, Mathematics and Physical Sciences*

**MITIGATING CIRCUMSTANCES (Application for Extension) FORM**

This form should be completed when applying for an extension, where your circumstances mean that:

* You are unable to submit a written assessment by the submission deadline; and
* You wish to apply for an extension to the submission deadline (to a maximum of 3 weeks).

See details at: <http://newton.ex.ac.uk/handbook/ALL/MitigatingCircs.html>

**SECTION A STUDENT PERSONAL DETAILS**

|  |
| --- |
| Surname: Student No:  Forenames: Candidate No:  Programme of Study: Email address: …………………......... @exeter.ac.uk  Name of Personal Tutor: Stage/Year:  Do you have an Individual Learning plan (ILP) from AccessAbility? **YES / NO**  Are you under the Health, Wellbeing and Fitness to Study procedure? **YES / NO** |

**SECTION B NATURE OF MITIGATING CIRCUMSTANCES**

|  |  |  |
| --- | --- | --- |
| Illness or disability at the time of assessment eg examination, module test, date for submission of work, practical class (lab) | YES / NO \* | |
| Unusually severe mental/emotional distress before the time of the assessment | YES / NO \* | |
| Extended period(s) of poor health or unusually severe mental/emotional problems during the programme | YES / NO \* | |
| Duration (dates) – as corroborated | From: | To: |
| *\* Please delete as applicable and provide details in SECTION D overleaf* |  | |

**SECTION C PROBLEM CAUSED BY THE ABOVE CIRCUMSTANCES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Mode** | **Module No(s)** | **Assessment Title(s)**  **& weighting %age** | **Details/Notes**  *(tick, delete or complete as applicable)* |
| FAILURE TO SUBMIT WORK BY THE DEADLINE (including lab/practical assessment) |  |  | Deadline/Submission date:  Intend to submit: YES / NO  Date intend to submit:  Date submitted:  Name of person the work was set by: |

**SECTION D**

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| Description of the circumstances: *(continue on separate sheet if necessary)* |
| **Evidence Received? YES NO PENDING**  *The College recognises its responsibility to handle the information disclosed by students in a sensitive and confidential manner in accordance with the University’s notification under the Data Protection Act 1998*  *(For evidence of a particularly sensitive nature, you may submit your evidence in a sealed envelope to be viewed by the chair of the Mitigation Committee or a female/male Committee member only).*  ***Declaration***  ***I confirm that I have read and understood the College Mitigation Policy before submitting this***  ***application and the information that I have given is true and accurate to the best of my knowledge.***   |  |  | | --- | --- | | Student Signature: | Date: | |

ACTION *(office use only)*

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| --- |
| Decision Code: Date of Decision: |