



## Application for Consideration of Mitigation

Please note:

- Mitigation forms MUST be submitted using this form within one working day of the affected assessment.
- All submissions of mitigation will be treated confidentially. We will ask you to provide personal information to enable us to provide a specific service that you have requested, in this case, the consideration of an application for mitigation. All personal data collected in this way will be processed in accordance with the Data Protection Act and will only be used for this purpose. The information you provide is confidential and will only be shared with a limited group of University staff who are directly involved in the mitigation decision-making process. View the University's full Website Privacy Policy here: <http://www.exeter.ac.uk/privacy/>
- Individual Academics/Tutors/Directors of Education cannot grant mitigation.
- Supporting evidence must be supplied.

**Extensions:** If you are applying for an extension, you are asking for your assessment deadline to be moved to provide you with extra time. The amount of extra time allowed will be appropriate to your circumstances.

**Deferrals:** An assignment deferral is the completion of the relevant assignment at an agreed later date. An exam deferral allows you to take the exam during the referred/deferred examination period which is in August. By applying for an exam deferral, you are agreeing to [return to your campus](#) for the relevant exam during that period.

### Your Details

Full Name*	<input type="text"/>
Student Number*	<input type="text"/>
HWSS Meetings	<input type="checkbox"/> Please tick this box if you have attended a Health Wellbeing & Support for Study Meeting. If you are unsure what this is, please leave this blank.
Individual Learning Plan (ILP)	<input type="checkbox"/> Please tick this box if you have an Individual Learning Plan (ILP). If you are unsure what this is, please leave this blank.

### Supporting Evidence

Please note that until ALL of your evidence has been submitted a decision cannot be made on your application.

Please state how you will be providing supporting evidence for this mitigation application*	<input type="text"/>
	<p><u>Please indicate whether you will be:</u></p> <p>a) Providing all evidence for this request immediately (This will send your request directly to your College Hub for approval)</p> <p>b) Providing evidence at a later date (This will place your request on hold until you attach evidence to this request)</p> <p>c) Requesting evidence from the Student Health Centre, AccessAbility &amp; Wellbeing Teams will send you an email containing details on getting in touch with the various teams. You will then be required to fill out the evidence form, and email this to the relevant team.</p> <p>d) For extensions of up to a week, your Individual Learning Plan (ILP) can be used as evidence if it supports extensions. Please select another option should you require an extension longer than a week.</p> <p>Please refer to our acceptable evidence guide - Annex E of the Mitigation Code of Good Practice in the TQA manual for more information.</p> <p>Please note that your request will not be processed until ALL of your evidence has been submitted. In the case of option b), you will need to attach all your evidence later. You should access your request from the link sent to you in the follow-up email.</p>

### Your Circumstances

What is the reason for your mitigation?*	<input type="text"/>	If other, please specify a brief reason for your application.
Explanation*	<input type="text"/>	
Please provide an explanation of how your reason for Mitigation has affected your assessment/examination.		

## Your Assessments

Number of Assessments effected\*:

1

Module Code*	Module Name*	Exam/Submission Date*	Assessment Type*	Extension/Deferral*	New Deadline Request (extensions only)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**PLEASE CHECK THOROUGHLY THAT ALL THE INFORMATION YOU HAVE SUPPLIED IS CORRECT BEFORE SUBMITTING. YOU WILL RECEIVE AN EMAIL SHORTLY AFTER YOUR SUBMISSION TO CONFIRM NEXT STEPS.**

Submit