

### 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?	<b>YES / NO</b>
Are you under the Health, Wellbeing and Fitness to Study procedure?	<b>YES / NO</b>

#### 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 <i>(tick, delete or complete as applicable)</i>
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

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)***

Decision Code:

Date of Decision: