Leeds Beckett University 

Request for Mitigation Form

When you attend an examination or submit work for a scheduled assessment you are declaring yourself “fit to sit”. However, the University recognises that there are some circumstances which may prevent you from meeting the requirements of the examination or assessment. These are known as extenuating circumstances. Where you decide that you are not fit to sit examinations or take assessment, or the circumstances are such that an extension isn’t appropriate, then you should complete this form, requesting that your circumstances be considered for mitigation against your being unable to complete the assessment or take the examination.

You should submit a request for mitigation as soon as you can. On completion, the form should either be handed to your Student Administration Team or you may submit it electronically. Whichever form of submission you choose, the original documentary evidence which supports the request, should be submitted to your Student Administration Team **as soon as possible** and normally within 5 days of submission. The request cannot be considered until all the documentation is received. All documents should include your name and be marked ‘confidential’.

The request will be considered by your Mitigation Panel. If the extenuating circumstances are accepted the normal outcome would be a recommendation to the Board of Examiners for deferral to the next scheduled opportunity for assessment.

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| --- | --- | --- | --- |
| 1 | Full Name: | 2 | Student ID Number: |
| 3 | Course:Level/Year: | 4 | School: |
| 5 | Dates for which there is supporting evidence: | From: | To: |
| 6  | The nature of the evidenceto be submitted A list of typical evidence can be found here[www.leedsbeckett.ac.uk/studenthub/mitigation.htm](http://www.leedsbeckett.ac.uk/studenthub/mitigation.htm) |  |
| 7 | Modules and Assessment affected. Please note it is your responsibility to ensure you have listed **ALL** the modules and components that are affected. |
|  | Assessments Affected  | Module tutor | Module Title  | Scheduled date of assessment  |
| a) |  |  |  |  |
| b) |  |  |  |  |
| c) |  |  |  |  |
| d) |  |  |  |  |
| 8 | Please describe the circumstances and **how they affected your work**. Include with your submission relevant supporting evidence which is dated so that it clearly applies to the circumstances under review. Your evidence must be submitted to your Student Administration Team within 5 working days of your submitting your request. No request can be considered without supporting, original documentary evidence. |
|  |
| 9 | Name/Signature  | 10 | Date of Submission:  |

Useful Guidance on completion of this form can be found in the Student Handbook for Extenuating Circumstances and Mitigation at [/www.leedsbeckett.ac.uk/studenthub/mitigation](file:///C%3A%5Cwww.leedsbeckett.ac.uk%5Cstudenthub%5Cmitigation)

In addition the regulations which relate to Extenuating Circumstances and Mitigation are available at

www.leedsbeckett.ac.uk/public-information/academic-regulations/

All requests for mitigation are treated confidentially.

For courses subject to professional suitability regulations within the School of Health and Community Studies, the School of Clinical and Applied Sciences and the Leeds School of Social Sciences your Course Director will be advised of your request.

**For office use**

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| Evidence submitted  | Date:  |
| Evidence returned  | Date: |
| To Mitigation Co-ordinator  | Date: |
| Student Informed of outcome  | Date: |
| Correspondence for student file  | Date: |
| Date of Progression and Award Board | Date: |
| Professional Suitability Courses - Course Director | Date: |