|  |
| --- |
| **Mitigation form**Sometimes when you’re at University things don’t go quite to plan. Our Mitigation Process is here to support you through unexpected situations that affect your ability to complete an assessment, such as illness or a family crisis.The two main types of evidence-based Mitigation are:* **An extension** is a period of extra time that may be granted to enable you to complete a coursework assessment. Extensions are granted from one week up to a maximum of three weeks. Should your extension request exceed three weeks, you would typically need to consider applying for a deferral.
* **A deferral** is when an assessment is delayed and rescheduled to the next available assessment period.

Before you make any final decision about applying for evidence-based Mitigation we recommend, where possible, talking about it with someone: * Academic tutor
* Friend/loved one
* [Hub/Info point](https://www.exeter.ac.uk/students/infopoints/yourinfopointservices/mitigation/mitiemail/)
* [Students’ Guild](https://www.exeterguild.org/advice/) or [Students’ Union](https://www.thesu.org.uk/advice/) advice teams
* [University Wellbeing team](https://www.exeter.ac.uk/wellbeing/)

Please note: * Mitigation is a confidential process and won’t be marked on your transcript or student record. All personal data collected will be processed in accordance with the Data Protection Act. The information you provide will only be shared with a limited group of University staff directly involved in the Mitigation decision-making process. View the University’s full privacy policy here:

<http://www.exeter.ac.uk/privacy/> * Individual Academics/Tutors/Directors of Education cannot grant mitigation.

   |
|  |

|  |
| --- |
| **Your Details** |
| Full Name |  |
| Student Number |  |
| HWSS Meetings | Please tick this box if you are being supported by the Health Wellbeing & Support for Study procedure.*If you are requesting that your application is supported by a member of the Education Welfare Team (NB you must have seen them this current academic year), please provide the Advisor/Officer’s name in the box below* |
| Education Welfare Advisor/Officer’s Name |  |
| Individual Learning Plan (ILP) | Please tick this box if you have an Individual Learning Plan (ILP) that supports extensions.  |
| Tick if you started Postgraduate study in January 2021 |[ ]
| Tick if you are on a Degree Apprenticeship |[ ]
| Tick if you are a High Performance Athlete/Sport Scholar | *Please note you must have contacted the Head of Performance Sport prior to your application to check they are able to support your application* |

Please provide an explanation below and supply full evidence to support your Mitigation application.

If you are unable to supply evidence at this time, please do note this below but please be aware that we will be unable to process your application until you have provided all supporting documents. Please also be aware that those processing your application will not be able to seek evidence on your behalf. If you are already linked in with the Education Welfare Team, please feel free to add the name of the person with whom you are in contact.

|  |
| --- |
| i) Please explain the reason(s) behind why you are applying: |
| ii) Please describe the impact this is having on your ability to complete the assessment: |
| iii) Please state what form of evidence is/will be supplied with your application and whether you have added this to your email: (If you are not submitting this straight away you can note this here) |

|  |
| --- |
|  |
| **Your Assessments** |
| Number of Assessments affected: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Module Code | Module Name | Original Exam/Submission Date | Assessment Type | * Extension
* Deferral
 | New Deadline Request(extensions only) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Please send your form to your Hub Info Point for consideration:** [**https://www.exeter.ac.uk/students/infopoints/yourinfopointservices/mitigation/mitiemail/**](https://www.exeter.ac.uk/students/infopoints/yourinfopointservices/mitigation/mitiemail/)