

MITIGATION GUIDANCE

IMPORTANT: Make sure you have read all the information on the [University's mitigation website](#) before going any further.

Think carefully before you apply – any changes to submission dates can have a knock-on effect on your future deadlines and cause additional pressure. Please, consider whether it is better to try and complete your assessment if you can.

What sort of mitigation do you want to apply for?

I want to apply for a self-certified deadline extension of one week –

Maximum of four per year, except for students who have an Individual Learning Plan supporting extensions. Please note that this option is not available on all assessments, so please check BART to see if the 'Add Extension' button is available for the assessment you wish to apply for.

1. Have you already applied for four self-certified extensions this year?

YES

You will need to apply for evidence-based mitigation. See guidance on how to do this below.

NO

Proceed to step 2.

2. Are you applying no more than one month in advance of an assessment deadline, or no more than 24 hours afterwards?

YES

Go to BART and click on the 'Add Extension' button for the relevant piece of work

NO

You are outside of the approved timeframe for mitigation – please speak to your Hub Info Point for advice

**I wish to apply for more than one week's extension; or
I have used all my available self-certified extensions; or
I wish to apply for a deferral of my assessment**

This application will require supporting evidence. Please check this [web page](#) for information on accepted forms of evidence.

1. Are you applying no more than one month in advance of an assessment deadline, or no more than 24 hours afterwards?

YES

NO

Complete a [mitigation form](#) and go to step 2

You are outside of the approved timeframe for mitigation – please speak to your Hub Info Point for advice

2. Do you have supporting evidence that you can attach to your application?

YES

NO

Attach your evidence and submit your application to the appropriate Hub team.

*If you have an ILP that supports extensions please tick the ILP box on the form (you will not need to provide any further evidence for an **extension of up to 3 weeks**, but will still need to provide up-to-date, supporting evidence for a **deferral**).*

Submit your mitigation form, noting on the form that evidence is to follow. **You have up to 10 working days, from the assessment deadline, to submit your evidence.** Evidence must be dated within one month of the deadline and support your mitigation request.

If you are requesting supporting evidence from the Student Health Centre, Heavitree GP Practice, Wellbeing Services or AccessAbility, please complete section 1 of the [evidence form](#) and then send this to the relevant support service for them to complete section 2.

Please note these services will only be able to provide support for your application if you have already consulted with them prior to your mitigation application. ***Please be mindful of the pressures on the NHS*** at the current time and only contact the GP practices for evidence if they are already aware of your health condition.

3. The Hub team will respond within 5 working days (or longer at busier times) with the outcome of your application. If successful, for an extension, your student record will also be amended and any new extended deadline will appear on BART (if applicable). For deferrals, your email is confirmation of the deferral but you may still receive a non-submission email from BART.

If your mitigation is declined and you are unhappy with this decision, you can provide additional information/evidence and ask for a review. Please, contact your Hub for more information.