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| **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 |  |
| Student Number |  |
| HWSS Meetings | 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) | Please tick this box if you have an Individual Learning Plan (ILP). If you are unsure what this is, please leave this blank. |
| Tick if you are on a Degree Apprenticeship |[ ]

**Supporting Evidence**

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| Please state how you will be providing supporting evidence for this mitigation application:A I will attach ALL evidence to this requestB I haven’t got all of my evidence so will attach laterC I wish to obtain evidence from the Student Health Centre/Wellbeing (please download the online evidence form, complete section 1, and send to the service)D Please see my ILP (for extensions of up to one week)E I am a sports scholar or high performance athlete and my application relates to my sporting commitmentsF No evidence is attached – I am being supported under the Health Wellbeing and Support for Study procedure and I have discussed this application with my welfare support contact | Insert code |

**Your Circumstances**

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| --- | --- |
| What is the reason for your mitigation?\*A BereavementB Family C InjuryD Mental HealthE Physical IllnessF TravelG Other | Insert code |

Explanation - Please provide an explanation of how your reason for Mitigation has affected your assessment/examination.

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

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| --- | --- | --- | --- | --- | --- |
| Module Code | Module Name | Exam/Submission Date | Assessment Type | Extension/Deferral | New Deadline Request(extensions only) |
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***PLEASE CHECK THOROUGHLY THAT ALL THE INFORMATION YOU HAVE SUPPLIED IS CORRECT BEFORE SUBMITTING TO YOUR INFO POINT VIA E-MAIL:***

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| --- | --- |
| **AMORY** |  |
| Archaeology | humanities-mitigation-amory@exeter.ac.uk |
| Classics | humanities-mitigation-amory@exeter.ac.uk |
| History & Ancient History | humanities-mitigation-amory@exeter.ac.uk |
| Geography | lawgeo-mitigation@exeter.ac.uk |
| Law | lawgeo-mitigation@exeter.ac.uk |
| Politics | polspa-mitigation@exeter.ac.uk |
| SPA - Sociology, Philosophy and Anthropology | polspa-mitigation@exeter.ac.uk |
| Theology & Religion | humanities-mitigation-amory@exeter.ac.uk |
| Liberal Arts | humanities-mitigation-amory@exeter.ac.uk |
| **BUILDING ONE (Business School)** | mitigation.buildingone@exeter.ac.uk |
| **PETER CHALK CENTRE (PCC)** |  |
| Physics and Astronomy | mitigation.peterchalk@exeter.ac.uk |
| Flexible Combined Honours | Send your form to the discipline(s) in question |
| Biosciences/Natural Sciences | mitigation.peterchalk@exeter.ac.uk |
| Psychology | mitigation.peterchalk@exeter.ac.uk |
| **HARRISON** |  |
| Mathematics | mitigation.harrison@exeter.ac.uk |
| Computer Science | mitigation.harrison@exeter.ac.uk |
| Engineering | mitigation.harrison@exeter.ac.uk |
| **QUEENS** |  |
| Drama | info.queens@exeter.ac.uk |
| English & Film Studies | info.queens@exeter.ac.uk |
| Foreign Language Centre | info.queens@exeter.ac.uk |
| Modern Languages/Art History and Visual Culture | info.queens@exeter.ac.uk |
| **ST LUKES** |  |
| Medical Imaging | mitigation.stlukes@exeter.ac.uk |
| Sports and Health Sciences | mitigation.stlukes@exeter.ac.uk |
| Medical Sciences | mitigation.stlukes@exeter.ac.uk |
| PGCE | mitigation.stlukes@exeter.ac.uk |
| Graduate School of Education | mitigation.stlukes@exeter.ac.uk |
| BMBS | mitigation.stlukes@exeter.ac.uk |
| **PENRYN (all disciplines)** | penryn-mitigation@ex.ac.uk |
| **OTHER** |  |
| Institute of Arab and Islamic Studies | iais@exeter.ac.uk |
| CEDAR | cedar-mitigations@exeter.ac.uk |
| Degree Apprenticeships | admin.apprenticeships@exeter.ac.uk |
| Exeter Online students | info.online@exeter.ac.uk |
| The Exeter MBA | mbaadmin@ex.ac.uk |