

# BMBS - Mitigation Student Guide

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Sometimes while at Uni, things don't go to plan. Our Mitigation process is here to support you through unexpected situations that affect your ability to complete an assessment or exam - such as illness or a family crisis.

Mitigation works by giving you extra time to complete your assignment, or moving your assignment to the next available assessment period. There are different types of mitigation you can access depending on what will be most supportive for your situation.

- **Evidence-free/self-certified extensions:** As BMBS does not use ELE2 for assessment submission, you are unable to use evidence free/self cert extensions – all extensions must be evidence based.
- **Evidence-based extensions:** A 1 or 2 week extension, where you can provide supporting evidence. This can be used to add another week to a deadline you already applied a self-certified extension to.
- **Evidence-based deferral:** For situations where a 2 weeks extension is insufficient. Your assignment or exam can be postponed to a later date (please be aware this might not take the same assessment format as the original assignment)

You can apply for Mitigation through SRS, once logged in you can click 'Mitigation dashboard', select the 'Apply for Mitigation' button.

**PERSONAL DETAILS**

Surname [REDACTED]

Email Address [REDACTED]

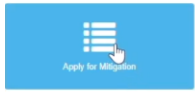
Individual Learning Plan (ILP) [REDACTED]

**PROGRAMME ON ENTRY** **PROGRAMME ON LEAVING**

Year of Programme 2

Personal Tutor Sarah Bailey and Jenny Ashworth

**Actions**



**MY APPLICATIONS**

- Draft Applications 3
- Applications Awaiting Further Evidence or Information 1
- Applications Submitted 2
- Applications Under Consideration 3
- Applications Being Considered by Mitigation Committee 1

## Information Page

This will take you through to the first screen which contains information and support services, please read through this information carefully.

### Guidance and Support

If something outside of your control is affecting your ability to complete an assessment on time, you can apply to delay an exam or deadline - we call this process mitigation. There are many reasons you may need to apply for mitigation such as having a long-term health condition or disability, an unexpected or difficult situation, an illness, a family crisis or caring for someone else.

Read our mitigation procedures before you complete your application. You may not need to apply if you only need an extension of 1 week for a coursework assignment - you can usually do this on ELE2 without any evidence - this is known as an evidence-free extension. Read more about how the evidence-free extensions work and when you might need to use evidence-based mitigation instead on the link below.

<http://www.exeter.ac.uk/students/infopoints/yourinfopointservices/mitigation/>

The two main types of evidence-based mitigation are:

- **An extension** - 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 two weeks. Should your extension request exceed two weeks, you would typically need to consider applying for a deferral. You can only request an extension for a coursework assignment - for an exam you need to request a deferral.
- **A deferral** - when an assessment is delayed and rescheduled to the next available assessment period. A deferral can be requested for an exam or a coursework assignment.

We recommend if possible, that you talk about applying for evidence-based mitigation with someone, before you make a final decision. You could speak to your:

- Academic tutor/Pastoral Mentor Departmental Pastoral Mentors | Current Students | University of Exeter
- Friend/loved one
- Hub/info point (<https://www.exeter.ac.uk/students/infopoints/contact/>)
- Students' Guild (<https://www.exeterguild.org/advice/>) or Students' Union advice teams (<https://www.thesu.org.uk/advice/>)
- University Wellbeing team (<https://www.exeter.ac.uk/wellbeing/>)

**Mitigation is confidential** and the details included in your application will not be recorded on your transcript. 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](#).

**Individual Academics/Tutors/Directors of Education cannot grant mitigation.**

**Support is available**

We appreciate that your circumstances or the process of submitting an application can feel stressful. Our Wellbeing Service can offer you support if needed. More information can be found here: <http://www.exeter.ac.uk/undergraduate/life/wellbeing/> OR <https://www.fxplus.ac.uk/students/student-services/student-support-living-support-and-wellbeing-teams>. You may also consider contacting your Doctor(GP).

**Tick one or more of the following boxes if you are:**

☐ Currently being supported by University of Exeter Wellbeing Services or a Pastoral Mentor? (Please provide the name of the person supporting you on the next screen)

☐ Studying a Postgraduate Taught course that started in January

☐ On a Degree Apprenticeship

☐ A High Performance Athlete/ Sports Scholar

Exit

Next

Once you've read this information, tick any relevant boxes that apply to you, then click 'Next'.

We appreciate that submitting an application can be a stressful experience for students. The University offers a Wellbeing service who can offer you support if needed. More information can be found here: <http://www.exeter.ac.uk/undergraduate/life/wellbeing/> OR <https://www.fxplus.ac.uk/students/student-services/student-support-living-support-and-wellbeing-teams>. You may also consider contacting the Student Health Centre

**Tick one or more of the following boxes if you:**

☐ Have attended a Health Wellbeing & Support for Study meeting (if you are unsure what this is, please leave this unticked)

☐ Started Postgraduate Taught Study in January

☒ Are on a Degree Apprenticeship

☐ Are a High Performance Athlete/ Sports Scholar

Exit

Next

## Reasons and Circumstances Page

The next screen is where you can include the information on why you are applying for mitigation and your current circumstances. The pink highlighted sections are mandatory and will be used to decide the outcome of your application.

Please note, you should also indicate in the first pink box, exactly which assessment you are looking to mitigate as the named assessments will not appear further in the application; i.e. SSU1 Written Report or AMK PT48 exam

You have **up to 24 hours after your assessment deadline** to apply for Mitigation, you can use one form to apply for as many assessment deferrals or extensions as you need.

University of Exeter **Exeter** Assessments Student Finance aPDP Logout

**Mitigation Application**

Explain how the circumstances are affecting your ability in the assessment task. We will treat what you say in the strictest confidence. The key information to include is what the circumstances are, how the relevant assessments have specifically been affected, what support you have sought/received and include dates where relevant.  
Please be as clear and concise as possible.

Reason(s) for the Mitigation application.

- ☐ Bereavement
- ☐ Significant worsening in any adverse personal/ family/ welfare circumstances
- ☐ Mental Health
- ☐ Physical illness or injury
- ☐ A long-term fluctuating health condition/ disability
- ☐ Other

Please explain the reason(s) behind why you are applying.

5000 Characters Remaining

Please explain the impact of your above comments upon your ability to complete the assessment(s).  
If you are already linked in with the Education Welfare Team, please feel free to add in the name of the person with whom you are in contact.

5000 Characters Remaining

Duration of the impact of the circumstances.

Start Date

Continue to complete the impact textbox and add the duration of when your circumstances started and whether this is ongoing or when you expect it to end.

4993 Characters Remaining

Duration of the impact of the circumstances.

Start Date

Select End Date/Ongoing

☒ Ongoing

☐ End Date

Save & Exit Back Next

Press 'Next' to continue with your application. Please remember you can click 'Save & Exit' if you wish to take a break from your application. However, you will need to return and complete the application within 24 hours of the assessment deadline you are applying for.

## Assessment Page

On the next page you can select the assessment. Only one assessment type will show per module.

Identify the theme the assessment you wish to apply for is in, select the box and 'add to request'.

### Select Assessments

Use this screen to select which assessments are affected by the request

Select a Module			
Module	Module Name	Summary	Select
MDC2001	BMBS Medicine Year 2	0 of 1 assessments linked to application	Select Assessments
MDC2100	Medical Knowledge 2	0 of 1 assessments linked to application	Select Assessments
MDC2200	Clinical and Communication Skills 2	0 of 1 assessments linked to application	Select Assessments
MDC2300	Personal Development and Professionalism 2	0 of 1 assessments linked to application	Select Assessments
MDC2400	Special Study Unit 2	0 of 1 assessments linked to application	Select Assessments

Back

Next

The text you previously provided will inform your hub which specific assessment you are applying for.

Click 'Next' to proceed to the next part of the application.

## Preferred Outcome Page

In this section you can select your preferred outcome for each assessment you have applied for. For all AMK exams select the deferral option.

Preferred Outcome								
Now showing records 1 - 1 of 1								
This table contains all the assessment information for your selected record(s).								
Module Code	Module Name	Assessment Type	Assessment Name	Assessment Weighting (%)	Attempt	Original Due Date	Current Due Date	Preferred Outcome
MDC2001	BMBS Medicine Year 2	Coursework	BMBS Year Two	100	1			<div>1-week assessment extension (with evidence)</div> <div>2-week assessment extension (with evidence)</div> <div>Deferral</div>

Please select a preferred outcome option.

Click next to upload evidence to your application.

## Evidence Page

Select Browse My Computer, find the file you wish to upload, then click 'open'. Once complete, the file status will be updated to 'Successfully Uploaded.'

The screenshot shows the 'Evidence Page' of the University of Exeter. At the top, there is a navigation bar with links: University of Exeter, Assessments, Student, Finance, and eCPD. Below this is a 'Help Text' section with important information about document uploads, including supported file extensions (DOC, DOCX, EML, JPEG, JPG, MP4, PDF, PNG, and TIFF) and a maximum file size of 5000kb. The main section is titled 'Upload Supporting Evidence' and contains an 'Upload Evidence' box. Inside this box, there is a 'Browse My Computer' button. Below it, a file named 'Student Evidence.docx (12 kb)' is shown with a 'Delete' button. The 'File Status' is 'Successfully Uploaded' and the progress is '100%'. Below the upload box, there is a question: 'Do you want to upload any further evidence later?'. A pink dropdown menu is open, showing the option 'No, I do not wish to upload evidence later'. At the bottom, there are three buttons: 'Save & Exit', 'Back', and 'Next'.

If you've uploaded **all** your evidence, select 'No, I do not wish to upload evidence later' from the drop-down menu and tick the appropriate reason.

This screenshot shows the 'Do you want to upload any further evidence later?' dropdown menu. The selected option is 'No, I do not wish to upload evidence later'. Below this, there is a section titled 'If No, please select one or more of the following:'. There are four checkboxes: 'I have uploaded all my evidence' (checked), 'Please see my ILP, where extensions are supported' (checked), 'I am a sports scholar or high-performance athlete and I have already discussed my application with the Sports Performance Team who have confirmed they will support my application' (unchecked), and '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, who will be in touch' (unchecked). There is also an option 'No evidence required' (unchecked). At the bottom, there is a link to the mitigation policy: 'Please refer to the mitigation policy to ensure the evidence you are providing is appropriate to your application. Annex F - Mitigation - Teaching Quality Assurance Manual - University of Exeter https://as.exeter.ac.uk/academic-policy-standards/tqa-manual/aph/annex-f/'.

If you have an Individual Learning Plan (ILP) that supports extensions and wish to use that as your supporting evidence, tick the box 'Please see my ILP, where extensions are supported'. You can also indicate if you are being supported under the Health, Wellbeing and Support for Study procedure.

If you will be providing further evidence select 'Yes, I would like to upload more evidence later.'

You will still need to submit your application within 24 hours of your due date, but you have 10 working days from your assessment due date to submit further evidence. After that your request will be considered **based on what you have submitted**. If you have concerns, contact your [Hub/Info Point](#) within the 10-day period.

Click 'Next' to move to the summary page.

## Summary Page

Review the details of your application to make sure they're correct, it is important that you have clearly stated in your reasons for applying textbox that you are requesting a set aside and have specified which Problem Set you are applying for.

You can edit sections if required by clicking 'Amend' under each section.

Mitigation Application

Reason(s) for the Mitigation application.

• Other

Please explain the reason(s) behind why you are applying.

Insert Reasons

I'm applying for a set aside for Problem Set 4

Please explain the impact of your above comments upon your ability to complete the assessment(s).

Insert Impact

Duration of the impact of the circumstances.

Start Date

18/Nov/2024

Ongoing

Yes

Amend Circumstances

If you wish to save your application for later, click the 'Save & Exit' button. If you are ready to submit your application, tick the I agree box and click the 'Submit' button.

Confirmation and Declaration

I certify that:

• The information I have entered is correct to the best of my knowledge.

• I understand that appropriate staff will have access to the information provided in relation to my application.

I Agree: ☒

You have provided us with your personal information to enable us to meet our obligations and provide you with a service relating to your application for mitigation. Mitigation is a confidential process and will not be marked on your transcript or student record.

As part of this process, we may need to review and share elements of what you have provided with other colleagues within the university to assist us with your application and support. All access is controlled to specific documents and for limited periods.

This process is limited and specific to your needs to enable the mitigation process to take place.

Your data is processed by the University to fulfil the requirements of the UK DPA/GDPR under contractual obligation, to support your needs whilst studying with the University. If you have any queries on how the university handles your data please contact [InformationGovernance@exeter.ac.uk](mailto:InformationGovernance@exeter.ac.uk)

Once you are happy with the information you have provided please click Submit below.

Save & Exit

Submit

Remember, you must submit your application within 24 hours of your assessment deadline, even if you'll be adding evidence later. **Applications in draft will not be considered until the application has been submitted.**