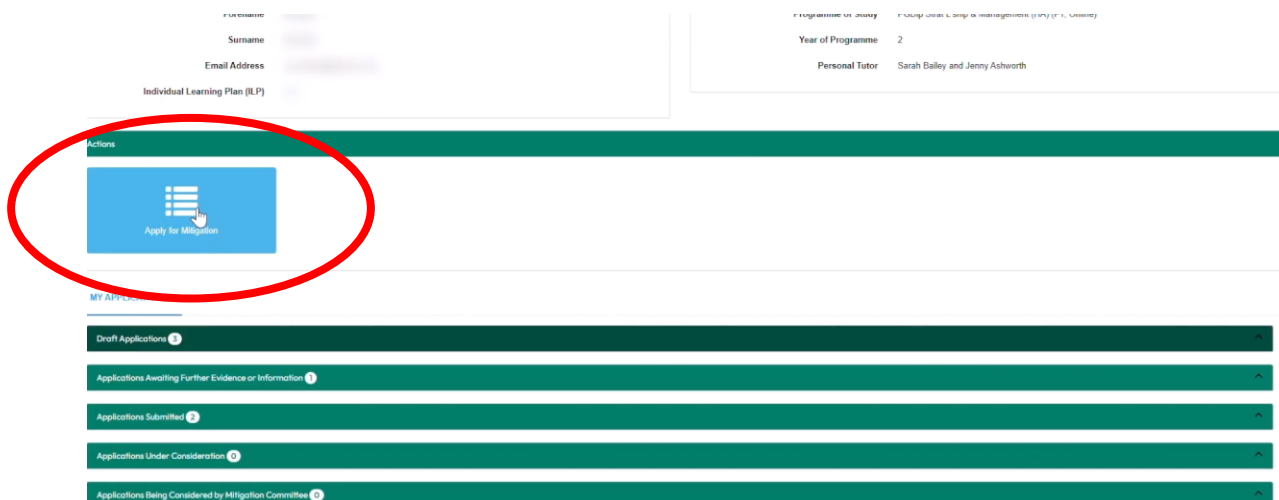


Physics: Problem Sets Mitigation Student Guide

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From your Mitigation dashboard, select the 'Apply for Mitigation' button.



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

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. Before completing this application, you should ensure that you consult the University's procedures relating to mitigation.

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

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 two weeks. Should your extension request exceed two 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/Pastoral Mentor
- 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/>)

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.

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.bplus.ac.uk/students/student-services/student-support/living-support-and-wellbeing/learn>. 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**

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

Reasons and Circumstances Page

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- ☐ 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.

Due to the assessment format of Physics Problem Sets, it is not possible to grant extensions or deferrals. Instead, you can request a set aside for the Problem Set if you have grounds for mitigation and supporting evidence for your application.

If you are requesting a set aside for a Physics Problem Set, please include this and detail which problem set you are applying for in the 'reason(s) behind why you are applying' pink textbox. For example, after writing your reasons for applying you can add "I would like a set aside for Problem Set 4".

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 Problem Set assessment. Only one Problem Set assessment will show per module.

Identify the module for the Problem Set you wish to apply for, then click 'Select Assessments' and select the Problem Set.

Select Assessments

Select Assessments Table

Sequence	Type	Weighting	Attempt	Name	Original Due Date	Current Due Date	Linked to Application	Select
100	EO EXAMINATION	60	1	Examination	13/May/2025		No	<input type="checkbox"/>
200	COURSEWORK	10	1	Problem Sets	25/Mar/2025		No	<input type="checkbox"/>
201	EO ASSESSMENT	15	1	Mid-term Test 1	18/Feb/2025		No	<input type="checkbox"/>
202	EO ASSESSMENT	15	1	Mid-term Test 2	04/Mar/2025		No	<input type="checkbox"/>

CANCEL REMOVE FROM REQUEST ADD TO REQUEST

The text you previously provided will inform your hub which specific Problem Set 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. Set asides are not an option on the drop-down menu, however your Hub will know a set aside is requested from the text you included earlier in your application.

Module ID	Module Name	Type	Assessment Name	Weighting	Attempt	Due Date	Preferred Outcome
PHY1023	Waves and Optics	Coursework	Problem Sets	10	1	25/Mar/2025	1-week assessment extension (with

Back Next

Please select an extension option to proceed to the next screen – please note your application will still be considered as a set aside for Physics Problem Sets and **not** an extension.

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' on the University of Exeter website. At the top, there is a navigation bar with links for '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 at 100%. Below the upload box, there is a question: 'Do you want to upload any further evidence later?'. A dropdown menu is open, showing the option 'No, I do not wish to upload evidence later'. At the bottom of the page, 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 the dropdown, there is a section titled 'If No, please select one or more of the following:'. There are four options with 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

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.**