

## MITIGATION CIRCUMSTANCES CLAIM FORM

### External Reference Points:

External Source	Reference Points
UKQC- Core Practices	<ul style="list-style-type: none"><li>• The provider uses external expertise, assessment and classification processes that are reliable, fair and transparent.</li></ul>
UKQC- Advice and Guidance	<ul style="list-style-type: none"><li>• Complaints and Appeals</li></ul>
Awarding Body Reference	<ul style="list-style-type: none"><li>• Mitigation Circumstance Policy of Bath Spa University</li></ul>
Other reference Points	<ul style="list-style-type: none"><li>• ESL Quality Assurance Manuals</li><li>• ESL Complaints and Appeal Policies</li><li>• Student Handbooks/ Course Handbooks</li><li>• Assessment Policy</li></ul>



## Mitigating Circumstances Claim

Mitigating circumstances are defined as unexpected events outside your control which are likely to have a negative impact on your ability to successfully complete an assessment.

**If you are not fit to submit the assessment or sit the exam** and wish to defer your assessment, you should submit a Mitigating Circumstances claim form. If approved, you will need to submit the assessment at the next assessment point.

Please try to complete your form as comprehensively as possible, to support your claim, for the consideration of the Mitigating Circumstances Panel.

You can email your claim to Student Welfare ([welfare@elizabethschool.com](mailto:welfare@elizabethschool.com))

For further information about claiming for Mitigating Circumstances, speak to a member of Student Welfare Team/Your Relevant Tutor/Programme Leader.

<b>1. Student information</b>	
Student Name	
Student Number	
Course	
Full time/Part time	

<b>2. Module details – please clearly list all affected modules and individual assessments, including any reassessments from previous years. It is your responsibility to list all assessments and modules that you are requesting to defer.</b>			
Module Code (e.g MOD4000-20)	Module title (e.g. Introduction to Studies)	Type of assessment (e.g coursework, exam)	Date of assessment (e.g. 01/01/2022)

3. Details of mitigating circumstances		
Nature of circumstances (please indicate below)		
Illness	Medical	Bereavement
Accident	Family Illness	Digital Poverty - IT Issues
Other		
Please provide details of the circumstances that you believe have affected your academic performance.		
Please provide precise dates of the period/s affected by your Mitigating Circumstances:		
Please attach any relevant evidence with your claim:		
Please explain how you plan to manage to complete deferred assessments, if your mitigating circumstances are approved:		

Signature:	Date:
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Details of claims will be kept confidential. You will be notified by email of the outcome of your claim (to your ESL email address).