

**Application for Mitigation for University validated courses during the coronavirus pandemic**

**GUIDELINES**

An application for mitigation should be completed when, due to personal mitigating circumstances, you are unable to complete module assessments (examination, presentation or coursework). This procedure is intended to establish a consistent and fair practice for all students across the College with regard to the recording and receipt of mitigating circumstances.

**N.B.** **You must submit your Application for Mitigation prior to the assessment submission date.** In exceptional circumstances completed forms may be accepted up to 14 days after the submission date. Any information received outside of this time period will not be considered, unless you can provide evidence that you were prevented from meeting the deadline by circumstances outside your control.

**SECTION A**

1. Your name and course details
2. The reason you are applying for mitigation, if this is of a sensitive nature please be assured the information will be treated with discretion and sensitivity and will not be shared
3. Record the module(s) for which the application is to be considered, the module tutor, type(s) of assessment for all tasks in the module and the assessment deadline date

**SECTION B**

This should specify **in detail** how your illness or personal circumstances are affecting your ability to undertake the assessments. Please remember to sign and date the application.

Following completion of the application form you must email the form to HE@craven-college.ac.uk

Incorrectly completed application forms will not be considered, and will be returned for proper completion.

The decision will be made by the Senior Academic Quality Officer (HE), wherever possible, within three working days of receipt of your application. Your Course Tutor will be made aware of the decision. **It is your responsibility** to follow up the decision by emailing HE@craven-college.ac.uk . Please keep a copy of your completed application form.

**All applications for mitigation will be processed by the Senior Academic Quality Officer (HE) only. Please be assured that matters of a very personal nature will be treated with discretion and sensitivity.**



## HE Application for Mitigation during the coronavirus pandemic

1. All sections of this form **must be completed**. The form should then be emailed to HE@craven-college.ac.uk
2. **It is your responsibility** to follow up the decision by emailing HE@craven-college.ac.uk . Wherever possible, the decision will be made within three working days of receipt of the application

**See guidelines for completion**

**SECTION A: DETAILS OF STUDENT, COURSE AND MITIGATION**

|  |  |
| --- | --- |
| 1. **STUDENT NAME:**
 | **STUDENT Ref:** |
| 1. **COURSE TITLE:**
 | **YEAR Of Study:**  |
| 1. **REASON FOR APPLICATION (e.g. illness)**:
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|  |  |
| --- | --- |
| 1. **I wish the application to be considered for the following assessment(s). Ensure you include all assessments which may be affected by your circumstances**
 | **FOR COMPLETION BY OFFICE** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Module / Unit Title | Module / Unit Tutor | Assessment Type e.g. presentation, portfolio (include all tasks you would like to be considered) | Assessment Deadline Date | Mitigation Accepted/Not Accepted |
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| **Section B****DETAILS OF CIRCUMSTANCES.**This should specify in detail how your illness or personal circumstances are affecting your ability to undertake the assessment(s). Please provide as much detail as possible as the decision will be based on the information you provide - you may attach a separate letter if you wish.  |

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| --- |
| I confirm that the information provided is accurate |
| STUDENT SIGNATURE:  |

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| --- |
| FOR COMPLETION BY OFFICE |
| DATE APPLICATION RECEIVED:  |
| APPLICATION FOR MITIGATION HAS / HAS NOT BEEN APPROVED |
| APPROVED BY SENIOR ACADEMIC QUALITY OFFICER:  |