



**Northampton College Higher Education Programme Request for Mitigation Form**

NAME:

.....

STUDENT ID NUMBER: .....

COURSE: .....

YEAR OF STUDY:.....

SCHOOL: .....

Please consult the Policy on Mitigating Circumstances before completing this form, in particular referring to the grounds for mitigation and the timing requirements for submission.

Please note that an accepted request will not result in the changing of marks. Please see the Basic Guide to Mitigating Circumstances (available on website and below in Appendix 2) for examples of possible outcomes.

The Policy on Mitigating Circumstances defines the grounds for mitigation as a “serious or acute problem, or an event beyond a student’s control or ability to foresee, which has prevented completion of assessment(s) or attendance at examination(s)”.

1. Please **fully explain** the nature of the circumstances or events that you believe have affected, or are affecting, your performance or ability to complete assessments by the due date.

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2. Dates of periods affected:

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3. A. Do you consider these circumstances to constitute a disability? YES/NO (please delete as applicable)

B. Are you registered for support for this matter? YES/NO (please delete as applicable)

**Please note:** where the completion of assessed work is likely to be affected on a regular basis by a notified disability or learning support need, we would expect a support package to be in place on a long-term basis rather than through mitigating circumstances.

4. **Deadlines for submission of this form**

Tutors will advise students about the deadlines for submitting a request for mitigation but it is commonly expected that this form will be submitted before the beginning of an assessment period or the deadline for an assessed piece of work. Requests for mitigation for circumstances which arise during the course of an assessment period should be submitted within three working days of the end of the assessment period. Late requests for mitigation will not be considered without a credible and compelling explanation as to why the request was not made before the beginning of the assessment period. If necessary, please provide your explanation as to your late submission below, and attach any evidence to support your explanation:

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If an Examination Board has already confirmed the results of your assessment, you should consult you will need to follow the Academic Appeals Procedure (available on College website) and follow the procedure outlined, as Northampton College will not usually accept a Request for Mitigation Form after the Examination Board has met.

**5. Affected assessments** (Please complete all relevant sections)

**A. Assessed coursework affected**

**If you are registered with DSS, do you have an automatic extension in place? YES/NO**

Unit Code	Title	Have you submitted the work? If so was it on time or late?	Due submission date
		YES/NO      ON TIME/LATE	
		YES/NO      ON TIME/LATE	
		YES/NO      ON TIME/LATE	
		YES/NO      ON TIME/LATE	
		YES/NO      ON TIME/LATE	

**B. Other assessments affected** (e.g. group work; in-class tests; presentations etc.)

Course Unit Code	Course Unit Title	Date of assessment	Type of assessment e.g. presentation	Did you attend/submit?
				YES/NO
				YES/NO
				YES/NO
				YES/NO
				YES/NO

**6. Supporting Documentation**

**A. General**

To allow for a thorough consideration of your request, it is essential that supporting documentation is attached; failure to do so may affect the outcome of your request. Supporting documentation

should be independent and time-specific to the circumstances for which you are requesting mitigation. Please tick the relevant box below.

- Letter from medical practitioner
- Letter from Counselling Service
- Police Report
- Other (please specify)

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Please ensure that any hard copy supporting documentation is contained in a sealed envelope which is clearly labelled with your name and details.

**B. If you are unable to provide supporting documentation**

Should you be unable to provide supporting documentation please provide the reason why, and indicate when such documentation will be available:

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**C. Students receiving DSA support**

If you are applying for mitigation due to issues directly related to your disability, you do not need to provide any additional supporting evidence if you are already registered with the DSA, but you must provide a detailed explanation of how your disability is currently affecting your studies. It is not sufficient to indicate only that you are registered with the DSA. If you need to request mitigation for an issue that is not directly related to your disability, or you have a disability but are not registered with the DSA, you must provide supporting evidence.

**D. Other support services**

If you are currently using another support service, which you believe has information relevant to this request, please provide the details of your contact within that service here:

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**E. Declaration and important notes**

I confirm that all information given or referred to above is true and that I believe there has been a significant adverse effect on my performance as a result of the circumstances and/or events described. I consent to the sharing any relevant personal data about me between appropriate staff based on the information disclosed on this form, which may be necessary to allow for the consideration of my request for mitigation.

*Note: This form may also be shared with a disciplinary panel in the event of you being referred for disciplinary action at a similar time period to you submitting this form.*

SIGNATURE:

DATE:

**THIS FORM SHOULD BE SUBMITTED TO YOUR SCHOOL OFFICE, AS IDENTIFIED IN**

**YOUR PROGRAMME HANDBOOK OR INTRANET.**

**PLEASE NOTE:** Should your request be accepted, you will be informed about what mitigation has been granted, e.g. a new deadline. While you are awaiting the outcome of your request for mitigation, you should continue to work to any assessment deadlines that have been set, unless your circumstances completely prevent you from doing so.

For office use

RECEIVED BY:

DATE OF RECEIPT:

DATE OF MITIGATING CIRCUMSTANCES PANEL:

OUTCOME:

RECOMMENDATION MADE: