**Mitigating circumstances claim form**

Please complete the form in full and submit to the School Registry Officer within 15 working days of the event, i.e. examination or hand in date in respect of which mitigation is sought. If it is not possible to provide the evidence within this timeframe, the form must be submitted within 15 working days stating which pieces of evidence are to follow and an expected date of their submission. Late claims must include a rationale for the lateness and evidence where possible.

* Refer to our [Mitigating Circumstances](https://bucks.ac.uk/students/academicadvice/assessment-and-examination/exceptional-circumstances) pages for a link to the full process
* The information being disclosed in this application may, in some circumstances, be considered in line with our Safeguarding Policy and may also be shared with advice and guidance teams to ensure that you are offered appropriate support.
* **Complete the form in full**, giving full details
* **Submit** with your documentary evidence by email to the School Registry Officer within 15 working days of the assessment deadline (i.e. the date of the relevant examination or hand in date)

# Personal Information

|  |  |
| --- | --- |
| **Surname:** |  |
| **First name:** |  |
| **Student ID:** |  |
| **Email address:** |  |
| **Contact Telephone:** |  |
| **Date of claim:** |  |
| **Are you registered with the University’s Disability Service?** | **Yes** [ ]  | **No** [ ]  |

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| --- |
| **Detail the modules affected by the claimed mitigating circumstances** |
| **Module code** | **Module title** | **Assessment task****(e.g. EX1, CW1, PR1 etc)** | **Assessment/examination date or period of placement** |
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| **Details of date/s of circumstances relating to this claim** |
| **Start date/s** | **End date/s** |
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| --- |
| **Details of circumstances**  |
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| **Late claims – more than 15 working days after the assessment date****Provide an explanation and documentary evidence why your claim could not be submitted on time**  |
|  |

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| **Documentary evidence supplied****List all of the evidence you have supplied. It is your responsibility to ensure that the evidence provided is relevant. Refer to the procedure for examples of appropriate evidence and information on confidential claims.** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |

# For office use only

|  |  |
| --- | --- |
| **Date received:** |  |
| **Date further evidence received:** |  |

# Claim Appraisal

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| --- |
| **Accepted: Yes No** **(add comments if required)** |
| **Received on time:** |  |  |
| **Time period matches assessment date/s:** |  |  |
| **Published definition:** |  |  |
| **Appropriate documentary evidence supplied:** |  |  |
| **Refer back to student & deadline for response** |  |  |
| **Name of Appraiser:** **(Print)** |  |
| **In cases of rejection, verified by second appraiser****Name : (Print)** |  |

# Claim Appraisal decision – reasons must be given for all decisions

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| --- | --- | --- | --- |
| **Module code/assessment or placement** | **Accept - reasons** | **Reject - reasons** | **Refer to panel - reasons** |
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# Guidance for students

When completing this form you are advised to consult the University [Academic Advice](https://bucks.ac.uk/students/academicadvice) web pages for a link to the full process. You may also seek advice from the Registry Officer, Students’ Union Advice Centre or Disability Service.

You must complete the form in full, paying particular attention to:

* **Modules affected by the claimed mitigating circumstances**

Provide full details of all modules and assessments you believe to have been affected by your mitigating circumstances. A module that is not listed on the form cannot be considered.

* **Reason for the claimed mitigating circumstances**

Give details of the reason for your claim. You should ensure that you provide a full account of the circumstances claimed, with sufficient detail of dates and times. If necessary you can provide additional information on a separate sheet and append it to the form.

* **Documentary evidence supplied**

Give details of each piece of documentary evidence submitted, together with the time period to which it relates. Evidence of a sensitive and personal nature can be submitted in a confidential envelope. Please see the relevant section of the Mitigating Circumstances Policy for more information.

**Do not amend documents or attempt to provide falsified evidence. This is considered a disciplinary offence. If you are having difficulties in obtaining evidence please contact the Students’ Union Advice Centre.**

Submit this completed form together with the documentary evidence to the **Registry Officer, within 15 working days** of the event for which you are claiming mitigating circumstances.

***You are strongly recommended to contact the Students Union Advice Centre whom will be able to support and advice you in making a claim for mitigating circumstances.***

You can contact the SU Advice Centre at either the High Wycombe or Uxbridge Campus. For information about services and opening times, see [www.bucksstudentsunion.org/support/advice](http://www.bucksstudentsunion.org/support/advice), email suadvice@bucks.ac.uk, or call 01494 603 016.