**MITIGATING CIRCUMSTANCES FORM**

Trinity Laban expects students to take responsibility for familiarising themselves with information supplied via Moodle, including the Mitigating Circumstances Guidance Notes. Students wishing to make a claim of Mitigating Circumstances should complete this Mitigating Circumstances Form in full and provide Independent Documentary Evidence meeting the standards indicated in the Guidance Notes. You should submit your claim to the Registry as close as possible to the time when the

circumstances occur and no later than 10 working days after the assessment affected.

1. **Personal Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname** |  | **Forename(s)** |  |
| **Programme** |  | **Year/Level** |  |
| **Mode** | **Full time** **[ ]  Part time** **[ ]**  |

1. **Modules/Components Affected**

List all of the assessments affected by your claim of Mitigating Circumstances, completing all sections.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Module/Component title & code** | **Assessment Task title & code\*** | **Tutor** | **Assessment type\* \*\*** | **Original deadline/ assessment date\*** | **I am applying for (tick one)\*\*\*** |
| **Extension** | **Deferral** | **Condoned Absence** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

\*You need not complete these sections if you are applying for mitigating circumstances pertaining to absences only.

 **\*\*Assessment Types:**

P = Practical (performance/presentation/assessed class) W = Written (coursework/thesis/supporting doc)

RP = Resit Practical RW = Resit Written

**\*\*\*Outcomes:**

**Extension** (or late submission) – new deadline will usually be within 10 working days of the original deadline for written coursework or before return of feedback to peers (within 21 working days) for practical assessment.

**Deferral** – assessment to be undertaken at a future point to be determined by the (Interim) Assessment Board. This may be in the form of an alternative task for assessment relating to a specific performance project.

**Condoned Absence** – for programmes with a professional conduct component, students may present evidence to condone absence beyond the permitted threshold for a module/component.

Applications for interruption from a programme of study should be made on the designated form.

1. **Independent Documentary Evidence**

Please indicate the type of evidence you are attaching to substantiate your claim of Mitigating Circumstances.

**Please note:** Documentation must be from an official source (e.g. a letter on headed paper) and include relevant dates.

Documentation must be presented in English, or as an authorised translation.

[ ]  medical certificate, doctor’s letter, hospital admission note, physiotherapist’s report stating time and duration of illness or injury

[ ]  copy of a death certificate or other evidence of bereavement

[ ]  professional counsellor’s letter

[ ]  police crime number report

[ ]  other, fulfilling the conditions described in the Mitigating Circumstances Guidance Notes (please state)

1. **Personal statement**

Please describe your Mitigating Circumstances and how they have affected your assessment(s)/absence(s)

1. **Declaration**

I have read and understood the Mitigating Circumstances Regulations available at <http://moodle.trinitylaban.ac.uk/course/view.php?id=1023> and certify that the information provided in this form and the attached documents is true.

**Student’s signature Date**

Claims of Mitigating Circumstances together with independent documentary evidence should be submitted to the Registry. Claims should be submitted as close as possible to the time when the circumstances occur and must be received within 10 days (see Moodle for Panel meeting dates and submission deadlines).

Students will be notified of Mitigating Circumstances Panel outcomes by the Secretary to the Mitigating Circumstances Panel via Trinity Laban email. Copies of claims and evidence will be placed on student files.