



### 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 then submit your claim by email to [mycourse@bathspa.ac.uk](mailto:mycourse@bathspa.ac.uk).

For further information about claiming for Mitigating Circumstances, please see the [Mitigating Circumstances policy](#).

<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. 01/01/2021)

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**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 list the supporting evidence that you are submitting with your claim:

**Please note that, due to the ongoing COVID-19 situation, third party evidence is not required for any Mitigating Circumstances claims at this time.**

Please explain how you plan to manage to complete deferred assessments, if your mitigating circumstances are approved:

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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 university email address).