**Personal Mitigating Circumstances Application Form**

Pleasecomplete **ALL** sections of this document. Documentary evidence relating to your circumstances **MUST** be submitted along with this form.

**NOTE**: Applications with missing information or no evidence will be rejected as default – this does not prevent a future application form being submitted.

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| Student Details |
| **Name:** |  | **Student No:** |  |
| **Programme Title:** |  | **Level:** |  |
| **Programme Leader:** |  | **Date:** |  |
| Assessments affected by your Personal Mitigating Circumstances (PMC)  |
| **EBS Module Code** | **Assessment****Number** | **Module Title** | **Assessment Type****(coursework, examination, other)** | **Issue Date****(N/A for Examination)** | **Due Date** | **Assignment Submitted****(Y/N)** |
| *EN4MD012* | *1 of 2* | *Underwater basket weaving*  | *coursework* | *31/04/2023* | *31/06/2023* | *N* |
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| **Your Circumstances** |
| **Please describe the nature of your personal mitigating circumstances and explain how they have affected your academic performance in the assessments above?** |
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| **What steps are you taking (or have you taken) to minimise the effect on your work?****e.g. Action plans, liaison with tutors and HELMs** |
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| **Student Declaration** |
| I hereby confirm that the information is a true and accurate record and that I have read and understood the guidelines relating to Personal Mitigating Circumstances. I also consent to share any information held by other departments within the College which may support this application (i.e. Learning Support Records). |
| **Student Signature:** |  | **Date:** |  |