 Mitigation Form FORM M

A Mitigation gives you an extra attempt at an assessment you’ve failed or not submitted due to your personal circumstances.

Remember, you will normally get 2 attempts at an assignment anyway, a first attempt, then a resit attempt with the mark capped at the pass mark. There are a limited number of times assessments take place in a year. Mitigating a resit attempt may mean you have to wait until the next year to try again and could delay your progression or graduation. Get in touch with your Personal Tutor or Module Leader if you’re worried about impact of Mitigation.

For upcoming assessments, you can choose to **self-certify**. Self-certification means you normally don’t have to provide evidence to support your claim. You only get **3 self-certifications per academic year**, which you can use on either extension or mitigation.

If you **do not self-certify**, you will **need to provide evidence** of your extenuating circumstances before they can be accepted. Good evidence would be a doctor’s letter or fit note, statement from a counsellor, hospital appointment letter, crime reference number, eviction notice or similar independent evidence.

If you need help completing your form, **speak to the UWLSU Advice Service**,they’ll help you complete the form and advise what evidence best supports your claim. See [**www.uwlsu.com/support**](http://www.uwlsu.com/support)for more details.

Send your completed Mitigation Form to: **mitigationapplications@uwl.ac.uk**.

# Mitigation details:

Full Name: Click or tap here to enter text.

Student ID Number: Click or tap here to enter text.

Reason for Mitigation: Choose an item.

Briefly describe your circumstances and the effect they have had on your ability to submit work on time:
Click or tap here to enter text.

# Assessment details ():

Module Code: Click or tap here to enter text.

Module Title: Click or tap here to enter text.

Assessment Number: Click or tap here to enter text.

Assessment Deadline: Click or tap to enter a date.

Self-certify this assessment (upcoming assessments only): [ ]

You can click the + symbol at the bottom right of the section above to add more assessments to your mitigation request.

# Declaration:

[ ]  I confirm that the information I have given is true and accurate to the best of my knowledge. I understand that false information or deliberate omission will invalidate my mitigation and may result in disciplinary action.

[ ]  If you consent to us sharing the outcome of your mitigation with the UWLSU Advice Service please tick this box.

Signed: Click or tap here to enter text. Date: Click or tap to enter a date.

# Data Protection:

Personal data collected on this form will be used for the purpose of considering your mitigation and will be retained on your file. We may use this information to identify support or services which would be beneficial to you. The information provided will not be shared beyond those processing the mitigation. For further information please see the Privacy notice for students available at [**uwl.ac.uk/about-us/policies-and-regulations/privacy-and-data-protection**](https://www.uwl.ac.uk/about-us/policies-and-regulations/privacy-and-data-protection).