



**MITIGATING CIRCUMSTANCES CLAIM FORM for use in 2009/10**

**Mitigating circumstances are defined as serious unforeseen, unpreventable circumstances that prevent students from completing the assessment for their course.**

For more information see [www.westminster.ac.uk/mitigatingcircumstances](http://www.westminster.ac.uk/mitigatingcircumstances)

- You must submit this form at the first opportunity and claims must be submitted within the semester when the assessment is due.
- In 2009/10 the final date for all claims is **Friday 28<sup>th</sup> May 2010**. The deadline for Semester 9 assessment is **Wednesday 21<sup>st</sup> July 2010**.

**All claims must demonstrate how the stated circumstances prevented you from completing your assessment or submitting by the deadline and MUST be substantiated by original independent documentary evidence, e.g. medical certificate.**

**All information submitted as a claim of mitigating circumstances will be treated as confidential.**

**You will be notified of the decision by e-mail to your student Google Mail account.**

**You must complete all sections of this form: claims with missing information may not be considered and may be returned to you.**

<b>Academic year:</b>		<b>First name(s)</b>	
<b>Semester:</b>		<b>Surname:</b>	
<b>ID Number:</b>		<b>Course:</b>	

Module code	Module title	Coursework number or title (e.g. Cwk 1 or 2, Essay/Presentation/Portfolio)	Category You must select a code from list below*	Coursework		Examination
				Deadline	Date submitted	Date of examination or in-class test

**\*Category of Mitigating Circumstances Claim**

Code	Type of assessment	Description
1	Formal scheduled examination	Unable to attend
2	Coursework (includes dissertations and projects)	Submitted late – This category only applies to work submitted no later than 10 working days after the submission deadline. You do not have the right to submit work for assessment more than 10 working days after the published coursework deadline. You must give dates when the work was due and the date submitted. Insert this information in the boxes above. If your claim is accepted, you will not be offered a deferral. You must select code 3 if you do not meet these criteria and you must not submit your work at this stage.
3	Coursework (includes dissertations and projects)	Not submitted – you must give the deadline date in the box above
4	In-class test, oral test, laboratory work, presentations or similar assessments	Unable to attend – you must give the date when this assessment was scheduled to take place. Insert this in the 'Examination' box above.
5	All (Defer Module)	Unable to attend module, wish to retake without penalty

**Further details:**

Please complete the following information by ticking the appropriate box and completing the related columns.

Original evidence submitted	Tick	Dates covered by evidence
Doctor's note or other medical evidence		
Police letter or form		
Employer's letter (part-time students only)		
Form from the University Counselling and Advice Service		
Death Certificate		
Other (Please specify)		

Cases of IT failure must **not** be accompanied by evidence from students; this is provided directly to the MC Board by the University IT Service.

Please explain how the circumstances have affected your work and/or studies.

**Group work** - if you are submitting a claim for group work, you must list the names and ID numbers (if known) of all the other members of the group. Use the boxes below:

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**If you are submitting your claim after the semester when the assessment was due, please tick this box. Please note that such claims must include original evidence that explains why you did not submit at the time of the assessment.**

Claims will NOT be considered after **Friday 28<sup>th</sup> May 2010** for Semester 1 or 2 or after **Wednesday 21<sup>st</sup> July 2010** for Semester 9.

**Remember:**

- Claims with missing information may not be considered and may be returned to you.
- You must complete all assessments for the modules on which you are registered. Acceptance of a claim does not affect this requirement.
- You may resubmit a previously rejected claim on one additional occasion and only if it is supported by significant additional evidence

I confirm that the above information is correct .....Date .....  
(Your signature)

**SUBMISSION DEADLINE FOR (Office to insert year and semester): ..... Claims submitted after this date will be considered by the next MC Board, but this will be after the Assessment Board has met to consider your results. In these circumstances your results may be reconsidered by the next Assessment Board.**

OFFICE USE ONLY

RECEIVED:

SRS: