

**Exceptional Mitigating Circumstances Form**

Please be aware:

- Any claim for exceptional circumstances must be supported by evidence and demonstrate good reason for why the student's performance and achievement has been adversely affected.
- A chronic medical condition for which reasonable adjustments have already been made will not be considered a good reason.
- It is the responsibility of the student to make UA92 aware of the exceptional circumstances that have impacted on their performance and achievement and to provide appropriate evidence. Notification later than 7 days after the assessment or after the date at which submission of the work for assessment was due, will not normally be considered.

**Student Details**

Surname	First name(s)
Student ID	Year of Study
Programme Title (e.g. BA in Business Studies)	

Signature*	Date
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\* By signing this form, you confirm that the information provided on the form itself and in the attached documents is correct and give your permission for the documentation to be seen by any relevant member of UA92 staff for the purpose of assessing your submission and evidence.

**Summary of Mitigating Circumstances**

Please also provide a detailed description of your mitigating circumstances overleaf.

<b><u>Nature of exceptional circumstances</u></b> – Please tick the appropriate boxes, choose as many as are applicable	
Medical condition	<input type="checkbox"/>
Bereavement	<input type="checkbox"/>
Family circumstances	<input type="checkbox"/>
Procedural defect in the conduct of your assessment(s) e.g. a fire alarm sounding during an examination	<input type="checkbox"/>
Other	<input type="checkbox"/>

<b><u>Nature of supporting evidence attached</u></b> (In English only) - Please tick the appropriate boxes, choose as many as are applicable	
Medical certificate/medical evidence	<input type="checkbox"/>

Death certificate	
Police report	
Other	Please provide details

<b><u>Assessment(s) affected</u></b>	
<b>Module title</b>	<b>Date of assessment</b>

**Description of Mitigating Circumstances**

Please provide a summary of your mitigating circumstances. Please be specific about how you believe that the circumstances detailed therein affected your assessment(s), including exact dates. Please make no assumptions regarding the level of knowledge of the panel and include a full explanation.

**Notes**

- Please attach official, original evidence, in English, of your circumstances.
- All Exceptional Mitigating Circumstances forms must be submitted no later than 48 working hours after the assessment or after the date at which submission of the work for assessment was due.
- Only evidence submitted on time and with this form can be considered. UA92 cannot obtain evidence on your behalf.
- If you are submitting information relating to a long-term health condition that you have not previously disclosed to UA92, we would encourage you to contact our Well-Being Office for additional support on:  
[inclusivesupport@ua92.ac.uk](mailto:inclusivesupport@ua92.ac.uk)

Please return this form via e-mail to: [registry@ua92.ac.uk](mailto:registry@ua92.ac.uk)

For office use only	
Title of assessment/s	
Date and time of assessment deadline	
Date and time EMC form received by UA92	
EMC submitted on time?	Yes / No
Evidence received?	Yes / No
Does evidence support late receipt?	Yes / No  If yes, please expand:
EMC upheld by panel	Yes / No
Comments on panel's decision	
Recommendations from panel to assessment board	