

# **MITIGATING CIRCUMSTANCES REPORT FORM Academic Year 2016-17 School of Computer Science**

**This pdf form is a "fillable" document so that you can type directly into the boxes provided. Download it so that the fields are displayed for completion**

**Guidance about submitting mitigating circumstances is available on the Mitigating Circumstances webpage.**

**Guidance about submitting mitigating circumstances is available on the Mitigating Circumstances webpage.**

<http://studentnet.cs.manchester.ac.uk/assessment/mitigatingcircumstances.php>

**It is importance that you have read the guidance provided BEFORE completing the form. Print the form out and bring it to SSO (with any evidence if available). Otherwise, email it (with any evidence) to [sso@cs.man.ac.uk](mailto:sso@cs.man.ac.uk).**

Name of student:

Student ID Number:

Current Year of Study:

Degree Programme:

Current phone number:

Contact email:

## Late Submission

Late requests for mitigation will not be considered without a credible and compelling explanation as to why the request was not made by the appropriate deadline. If necessary, please provide your explanation as to your late submission below:

Alternatively if an Examination Board has already confirmed the results of your assessment you should consult Regulation XIX (Academic Appeals Procedure) and follow the procedure outlined. (<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=1872>)

**IMPORTANT INFORMATION IS INCLUDED ON THE FORM – PLEASE READ CAREFULLY  
THIS FORM SHOULD BE SUBMITTED TO THE STUDENT SUPPORT OFFICE**

1. **Circumstances**

Please describe the nature of the circumstances or events that you believe have affected, or are affecting, your performance or ability to complete assessments by the due date. Please provide as much detail as possible.

2. **Dates of Circumstances**

Please specify the period over which you have been affected by the circumstances described above. Please provide actual dates.

From:

To:

**IMPORTANT INFORMATION IS INCLUDED ON THE FORM – PLEASE READ CAREFULLY  
THIS FORM SHOULD BE SUBMITTED TO THE STUDENT SUPPORT OFFICE**

**3. Exams/Tests affected**

Please state what exams/tests (if any) have been affected by the circumstances described. Please provide details of how the circumstances affected the exams/tests and make it clear whether you have taken the examinations/tests or not.

**4. Coursework/Laboratories affected**

Please state what coursework/laboratories have been affected by the circumstances described. Please provide details of how the circumstances affected the coursework/ laboratories and make it clear whether you have submitted the coursework/labwork affected. Please provide full details of course names and dates.

**5. Disability Advisory and Support Service (DASS)**

If you are registered with DASS please tick the box provided and go straight to Item No. 7 of this form. Students who are registered with DASS do not need to provide additional medical evidence unless requested otherwise.

**IMPORTANT INFORMATION IS INCLUDED ON THE FORM – PLEASE READ CAREFULLY  
THIS FORM SHOULD BE SUBMITTED TO THE STUDENT SUPPORT OFFICE**

**6. Supporting Documentation**

To allow for a thorough consideration of your request, it is essential that supporting documentation is attached; failure to do so may affect the outcome of your request. Supporting documentation should be independent and time-specific to the circumstances for which you are requesting mitigation. Please tick the relevant box.

Letter from medical practitioner (GP)

Letter from Counselling Service

Police Report

Other (please specify in the box immediately below):-

Should you be unable to provide supporting documentation please provide the reason why, and indicate when such documentation will be available:

**IMPORTANT INFORMATION IS INCLUDED ON THE FORM – PLEASE READ CAREFULLY  
THIS FORM SHOULD BE SUBMITTED TO THE STUDENT SUPPORT OFFICE**

Please ensure that any confidential material is contained in a sealed envelope with the name of your year tutor/programme director clearly stated.

If you are currently using another University Support Service *other than DASS*, e.g. Counselling Service, which you believe has information relevant to this request, please provide the details of your contact within that service here:

7. **Confirmation and Consent**

I confirm that all information given or referred to above is true and that I believe there has been a significant adverse effect on my performance as a result of the circumstances and/or events described.

I consent to the disclosure of my personal data by the University support services so that this request can be considered (if identified above).

Student Signature ..... Submission Date: .....

=====

*For office use only*

Sent to DASS for consideration

RECEIVED BY: .....

DATE OF RECEIPT: .....

OUTCOME:

RECOMMENDATION MADE:

Signed (Year Tutor/Director): \_\_\_\_\_ Date: \_\_\_\_\_

**IMPORTANT INFORMATION IS INCLUDED ON THE FORM – PLEASE READ CAREFULLY  
THIS FORM SHOULD BE SUBMITTED TO THE STUDENT SUPPORT OFFICE**