

This form is for students seeking an extension or another assessment opportunity for their summative assessments, as their performance has been impacted due to Mitigating Circumstances. Full support guidance on the procedure and information on the University Assessment Regulations can be found at the following link: [Assessments and Extensions](#)

If you require further advice and guidance, please see your Personal Tutor or see a member of the Future U Team.

Step 1. Please fill in your Personal Details below. Please circle where appropriate.

Name:	UCEN Mcr ID:			
Course Title and Level:	Contact Number:			
Attendance Mode?	Full Time	Part Time	Distance Learner	Without Attendance
Do you have a Personal Learning Plan?	Yes	No	Year:	
Is your claim related to the condition outlined in your PLP?	Yes	No	Yes	No
If your claim relates to the condition outlined in your PLP have you spoken to your Departmental Disability Co-ordinator before submitting this claim form?	Yes	No	Yes	No
Do you give us your consent to contact the Disability Service to discuss this further?	Yes	No	Yes	No

Step 2 - What are you applying for?

Please Tick

I need an extension to a piece of work.	
I cannot complete/attend the assessment. I want to defer it to a later date.	

Step 3 - What pieces of work does this apply to?

Unit Title	Unit Code*	Type of Summative Assessment**	Title of Work	Date Due

*The code can be found in Moodle next to your Unit titles

**Type of Summative Assessment can be Coursework, Examination, Class Test, Presentation, Practical, or

Step 4 - Please tell us of your circumstances by including a supporting statement.

It is **essential** that you describe the full nature of circumstances affecting you.

- What has happened
- What impact has it had on you personally
- How it has impacted on your performance in the assessment(s)

Explain how the circumstances affected your performance in the assessment(s) identified (e.g. time was lost, concentration was affected, a task could not be completed, etc.) Please complete the details in step 4 below.

Step 5 - Include evidence that supports your case.

It is **essential** that evidence is included to support your request; e.g. if you are submitting on the grounds of a medical condition then evidence of the condition will be necessary. **Please note that if you submit your Evidenced Extension Request without evidence this will not be considered and it will not be retained by the Academic Services Team.** Therefore, please only submit when your application includes the following:

Your EF1 form, appropriate supporting evidence and, if required, a brief supporting statement. Please list the evidence provided in step 5 below.

Step 6 - Contribution by members of staff.

If you feel that a specific member of staff can contribute to your request, then you can ask them to provide you with a supporting statement. This step is **optional**.

Message to staff - If a student has discussed their mitigation circumstances with you and has asked you to comment in writing, and if you have sufficient knowledge to help evidence this request, please provide a signed statement to be included with the form. A printed e-mail is also acceptable.

Step 7 - Sign the Submission Statement and submit the form by email to

MC@ucenmanchester.ac.uk

If you have any questions about this you can contact: MC@ucenmanchester.ac.uk

(a) Confidentiality

In accordance with the Data Protection Act 1998, we are required to gain your consent to the following:-

- To hold some elements of the information you have provided on an electronic database;
- To disclose the information that you have provided to authorised members of the University staff as required for the reasonable purposes connected with the investigation in the case of an Appeal or Complaint.

By signing here, you confirm that you agree with the above statements and indicate your consent for the information provided to be used as detailed above.

(b) False Claims

You should note that the submission of a false claim or fraudulent documentation is a serious matter and is an academic offence, which will be dealt with under the Student Disciplinary Policy.. The UCEN Manchester reserves the right to check on the validity of the document(s) submitted by contacting the third party directly.

I agree with the statements contained in (a) above and confirm that the information which I have given is true and that I have read and understood the Procedures for the Submission of Mitigating Circumstances.

Your Signature..... **Date**.....

STEP 4 -Details of Mitigation

Please describe fully the nature of the circumstances. Explain how the circumstances affected your ability in the assessment(s) identified above (e.g. time was lost, concentration was affected, a task could not be completed, etc) If the circumstances affected more than one unit or element of assessment, identify clearly how each unit/element of assessment was specifically affected.

Enter text here

Step 5 - Include evidence that supports your case.

Please list below the documentary evidence you are submitting with this form:

Enter text here

Step 6 - Sign the Submission Statement and submit the form by email to MC@ucenmanchester.ac.uk

Name:

Signature:

Date: