

Application for Extensions and Mitigation Process - 2020/21: Information for staff

Student to complete and submit mitigation form (by email to the central college/ discipline email address for mitigation or in person via the College administration office) within one working day. Hubs will accept exceptional circumstances as the basis for applications made outside of this window.

Form is considered by a nominated member of the Mitigation Committee as to whether there is a clear case of mitigation. If the form notes that the application will be submitted to more than one college for consideration, the noted colleges should be contacted to ensure consistency of practice. Students are entitled to withdraw their mitigation application up to three working days after the assessment deadline.

Yes, there is a clear case of mitigation

- A nominated member of the Member of the Mitigation Committee emails student with outcome.
- If an extension request is approved, state length of extension and revised submission date, but providing no details of the reason for the mitigation (cc-ing Tutor and Module Leader as appropriate e.g. in class tests/ presentations).
- Students who have deferred assessments from 2019/20 to 2020/21 should not be given the option to defer again in 2020/21 unless there are exceptional reasons supported with written evidence and consent from the mitigation committee and academic department.

No, there is not a clear case of mitigation

A nominated member of the Member of the Mitigation Committee calls a meeting of Mitigation Panel. Panel makes a joint decision. This can be carried out virtually/ via email where convening a panel meeting is not possible.

Consultation of the [Health, Wellbeing and Support for Study procedure](#) and the [Procedures for the interruption and voluntary withdrawal of taught students](#) may be useful.

A nominated member of the Member of the Mitigation Committee emails student with outcome. If an extension request is approved, state length of extension and revised submission date, but providing no details of nature of mitigation (cc-ing Tutor and Module Leader as appropriate e.g. in class tests/presentations).

Students may be signposted to Student Support Services/ Wellbeing as part of the mitigation outcome notification. Where there are serious concerns for a student's welfare, please notify a Student Welfare Support Caseworker (Streatham/St. Luke's) or Wellbeing Services (Penryn - <http://www.exeter.ac.uk/cornwall/students/wellbeing/>)

For more information on this process, please visit [Chapter 10 of the Assessment, Progression and Awarding Handbook for Taught Programmes](#)