

**\*INSERT COLLEGE NAME\***  
**\*COLLEGE ABBREVIATION\* CPR QS09**

**Application for Mitigating Circumstances or Special Consideration**

Title	*College* Student ID	Given Name	Family Name	
UK Address (or equivalent)				
*College abbreviation* Programme Title				
Module Code				
Module Title				
Academic Staff Member				
<i>Please identify the Assessment Type by placing an [X] in the applicable box below</i>				
Assessment Type	<input type="checkbox"/> Coursework	<input type="checkbox"/> In Class Test	<input type="checkbox"/> Mid Term Exam	<input type="checkbox"/> Final Exam
Date of Assessment				
<b>Appropriate evidence such as a medical certificate, a letter from a student counsellor, or other documentary evidence must accompany any application for special consideration@.</b>				
Reason for request for Special Consideration / Mitigating Circumstances <i>(Please outline the details below and ensure you attach the appropriate documentary evidence.)</i>				

Have you attached the supporting documentary evidence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**PLEASE NOTE: Submitting an application for special consideration does not guarantee special consideration will be granted.**

Student Declaration: I declare that all information included in this application is correct and factual the best of my ability and knowledge.	
Student Signature	Date

For Office Use Only
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Signature of receipt by Academic Services team			
Name		Date	
Signature of approval by the Manager of Academic Services			
Name		Date	
Has Special Consideration/Mitigating Circumstances been approved by Manager of Academic Services?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Has the student been notified?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Has Attendance Record been amended <i>(if applicable)</i> ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Has the Academic Sessional(s) been notified?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Any other Comments <i>(please use the space below)</i>			

