**EDA COLLEGE**

This form is for students seeking an extension or deferral for an assessment because their performance has been affected by Mitigating Circumstances. It should be read and completed in conjunction with the EDA College’s Mitigating Circumstances Procedure.

If you require further advice and guidance, please contact our Student Support Team.

**Personal details**

|  |  |
| --- | --- |
| Name |  |
| Student ID |  |
| Course title |  |

**What are you applying for?**

|  |  |
| --- | --- |
| I need a 5-day extension to an assessment deadline |  |
| I need an extension of longer than 5 days to an assessment deadline (please say how long you need) |  |
| I cannot attend an examination. I want to take it at a later date. |  |

**What pieces of work does this application apply to? (please add more rows if necessary)**

|  |  |  |  |
| --- | --- | --- | --- |
| Unit or module title | Type of assessment | Title of work | Deadline date, or date of examination |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Please tell us about your Mitigating Circumstances**

It is essential that you describe in the box below:

* What has happened;
* What impact it has had on you;
* How it has affected your academic performance.

***The box will expand as you enter text into it.***

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|  |

**Please provide evidence to support your application**

Applications for Mitigating Circumstances must be supported by independent documentary evidence. Evidence must be obtained when the Mitigating Circumstances are present. Post-dated evidence will not be accepted unless it can be demonstrated that the evidence could not have been obtained at the time.

*Please see the Mitigating Circumstances Procedure for further information about the evidence you will need to provide.*

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| Please note that if you are applying because of Covid-19 illness or suspected illness, you are not required to submit a doctor’s letter or medical evidence. |

Please sign the application statement and submit the form by email to [assessment@edacollege.co.uk](mailto:assessment@edacollege.co.uk%20)

**Data Protection**

The College is the Controller for the personal information you submit within this form. We use the information submitted to process your Mitigating Circumstances application and to issue you with an outcome.

Your information may also be shared with the Newman University and a Fitness to Study Panel so that, where necessary, they may provide you with additional support, fulfil our duty of care to you, and to assess your continued suitability to study.

If you refer a complaint to the Office of the Independent Adjudicator for Higher Education, there may be a need to share personal data with them.

|  |
| --- |
| This processing and potential disclosures of personal data fulfils core functions of the College as a public authority in accordance with s124 of the Education Reform Act and is conducted in the public interest, as such we rely upon the General Data Protection Regulation Article 6(1)(e) ‘public task’ lawful basis to conduct this processing. |

**False Claims**

The submission of a false claim or fraudulent documentation is a serious offence under the Student Code of Conduct. The College reserves the right to check on the validity of the document(s) submitted by contacting the third party directly.

I agree with the statements above and confirm that the information which I have given is true and that I have read and understood the Mitigating Circumstances Procedure.

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