REQUEST FOR MITIGATION FORM  
To be used for examinations and major elements of coursework.  

For consideration of mitigating circumstances for an assessment this form must be submitted within 7 days of the examination or coursework submission date.

Personal Details:

Name: 
CID: 
Department:  
Programme of Study:  
Year of Study:  

<table>
<thead>
<tr>
<th>Nature of Mitigating Circumstances:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Own illness</td>
<td>Family illness/bereavement</td>
</tr>
</tbody>
</table>

Please give details of the nature of your mitigating circumstances including dates: 

Please expand or continue on a separate sheet if necessary.

Documentation:  

Have you attached appropriate documentation to support your case? YES/ NO

If YES, please indicate what documentation is attached.  
Examples of suitable documentation include:

<table>
<thead>
<tr>
<th>Please tick appropriate box</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Certificate or doctor’s letter (if from a UK based practitioner, they should be GMC registered)</td>
</tr>
<tr>
<td>Email/letter from Imperial College Health Centre</td>
</tr>
<tr>
<td>Hospital Admission note</td>
</tr>
<tr>
<td>Death Certificate</td>
</tr>
<tr>
<td>Police Crime Number/report</td>
</tr>
<tr>
<td>Letter from counsellor</td>
</tr>
<tr>
<td>Other: Please specify…</td>
</tr>
</tbody>
</table>

Translations should be provided of any documentation not submitted in English

If NO, please state when you will be able to provide suitable documentation, or explain why this is not possible:

Please note that the more information the Department receives to support your mitigating circumstances the more able it is to reach an informed decision.
## Details of Assessment Missed or Performed with Mitigating Circumstances

<table>
<thead>
<tr>
<th>Course code</th>
<th>Assessment item (i.e. exam /major item of coursework e.g. project write up)</th>
<th>Date of assessment/submission deadline</th>
<th>Indicate whether you sat/submitted the assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Taken</td>
</tr>
</tbody>
</table>

☐ Please tick here if all assessments during the academic year have been affected by the circumstances detailed above.

Please note that the information on this form will remain confidential and will only be viewed by the exam board advisory panel for consideration of details to be released to the board. Please state below if there is any information contained on this form which you DO NOT wish to be released to the Exam Board. Please bear in mind that the more information that is received by the board the more able they are to reach an informed decision.

I wish for the appropriate Board of Examiners to take into account my mitigating circumstances for the assessments listed above. I declare that the information I have given to be true to the best of my knowledge and understand that false claims for mitigation are a serious examinations offence.

Signed (student)……………………………………    Date:………………..

Signed (member of staff - to confirm receipt)……………………  Date:………………….

Please note that for minor pieces of assessed work, independent corroborating evidence is not required and the minor coursework mitigating circumstances form should be used. Your Personal Tutor, Senior Tutor or Course Leader will advise you which pieces of coursework, if any, are categorised as minor.
REQUEST FOR MITIGATION – OUTCOMES
(Office use only)

Outcome (please attach documents if necessary):

Reasons for decision:

Members of the advisory panel should sign and date below:

Signed .................................
Date ......................................

Signed .................................
Date ......................................

Signed .................................
Date ......................................

Signed .................................
Date ......................................