This form is to be used by Department of Computing students who are unable to submit items of assessed coursework through no fault of their own.

The form must be emailed to the student’s Year Coordinator and Senior Tutor and accompanied either by evidence or by the Coursework Extension Request Self-Certification Form. All forms must be completed in full; if they are not they cannot be considered.

Grounds for mitigation are unforeseeable and unavoidable circumstances that could have, or did have, a significant impact on the academic performance of a student:

- unforeseeable: the student would not have been anticipated the event,
- unavoidable: it would not be possible for the student to have reasonably avoided or prevented the circumstances.

The form, and evidence must be submitted to your department contact point within 5 College working days of the circumstances occurring (usually the assessment date). Coursework should be submit as soon as it is completed. There is no guarantee that an extension will be upheld, or that the extension period will not have expired prior to the result being communicated. The length of the extension will usually match the amount of time lost due to the unforeseen circumstances, up to a maximum of two weeks.

Please note that if the information provided in this form or the supporting evidence that indicates a serious risk to yourself or others that action may be taken by the College as part of its public duty to safeguard the health, wellbeing and security of all members of the College community.

### Personal Details

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<th>Forename:</th>
<th>Surname:</th>
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Programme of Study: Year of study:

CID number:

### Coursework Details

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**Reason for Course Mitigation**
Please use the box below to describe the reason for your mitigation. You must clearly explain:
- the circumstances of the claim - "what"
- the impact on your studies - "how"
- the period that you have been affected - "when"

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**Evidence/supporting documentation**
Please list all the documents that you are providing to support your claim. Where documents are to follow please indicate when they will be provided. Ideally evidence will be submitted electronically, but this may also be submitted to the SAO in a sealed envelope marked ‘Private and Confidential – for the attention of the relevant year coordinator and your CID number.

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**Self-certification**
Please note that self-certification should only be used in circumstances where independent evidence cannot be provided. There is no guarantee that self-certified claims can be accepted. Please provide the self-certification form with your claim.

| Reason for self-certification: |   |   |   |
Privacy statements
1. The College will normally only share the information in this claim with those that are required to consider the claim*.
2. The full information that is contained in the claim submission will only be held for the period as outlined in the College retention schedule.
3. Fully anonymised data may be retained after this date for the continuous improvement of processes and procedures, for example analysis of types of cases and outcomes, or for training purposes. No individual will be identifiable from this data.

*In certain circumstances the College may be required to share the information provided in this form where it is considered that the information relates to a concern for the safety and wellbeing of any member of the College community, for example where there is a direct risk to the student or another individual.

Student Declaration
Please note that if this section is incomplete, the claim cannot be considered.

As the claimant, by submitting this form and supporting documentation:

- I declare that the information given is true and accurate to the best of my knowledge.
- I understand that the information and documentation in this form will be shared in order for the College to fully consider the claim. I note for my safety and wellbeing or that of others further dissemination of the information may be required.

Student signature: 
Typed is sufficient

Date

Request for Coursework Mitigation – outcomes (Office only)

Accept/ No accepted

Signed

Date

Further action taken:
Advice and guidance

Below are a series of frequently asked questions about the coursework extension process.

1. Where can I get support?
   There are a number of places you can seek support or advice such as your tutor, the Disability Advisory Service or the Imperial College Union advice centre. Please ensure you access support as this may be your only opportunity, and you need to make sure you have given all the information needed.

2. Can a claim be raised for me by someone else?
   No, not normally. As you are an adult, under UK law the College cannot discuss your case with anyone else including your parents, partner etc. unless we have your specific written permission to do so.

3. What happens once I have submitted the claim?
   The claim will be reviewed by the members of the department responsible for making a decision on your claim. These will be the only ones to review the claim in full.

4. How long will a claim take to be considered?
   Claims are processed regularly so you should not have to wait too long for a decision, but you should continue working on and submitting your coursework while you wait for the decision to be communicated to you.

5. What happens if my claim is successful?
   If successful, the decision will be noted and you will notified of the revised date on which your coursework is due.

6. What happens if my claim is not successful?
   If your claim is not successful, you will be required to submit the coursework before the original deadline. Late submissions will be processed according to the College Policy of Late Submission of Assessment. You are entitled to appeal to the Senior Tutor if you feel that the claim was not processed according to the Department of Computing policy for Submitting Assessed Work for Undergraduate and Taught Masters Programmes. If you have new information or evidence that could not be provided earlier, you may also consider putting in a claim for mitigating circumstances.