

## Form B6.1.3 Mitigating Circumstances

### Late Coursework/Late Assessment Work /Non Attendance at Exam Form:

Please complete this form if, for **extenuating** reasons, you are unable to complete coursework, attend for assessment, practical, examination on dates stipulated.

The completed form should be attached to coursework.

The Subject Teacher **and** Course Director must sign the form.

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Student's Name:.....PPSN:.....

Address: .....

Telephone No: .....

Class Code: .....

Module/Subject(s):.....

Subject Teacher:.....

Date Coursework Due or Date of Examination:...../...../.....

Time Coursework Due: .....

Nature of Circumstances:.....

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**Please note that mitigating circumstances relate to illness, bereavement or other serious extenuating personal circumstances.**

Evidence Supplied    Yes     No     Please tick

(If Yes - Please Attach)

Signed **Student**..... Date:...../...../...

Signed **Subject Teacher**:..... Date...../...../...

Recommendation:.....

Signed **Course Director**: ..... Date...../...../...