

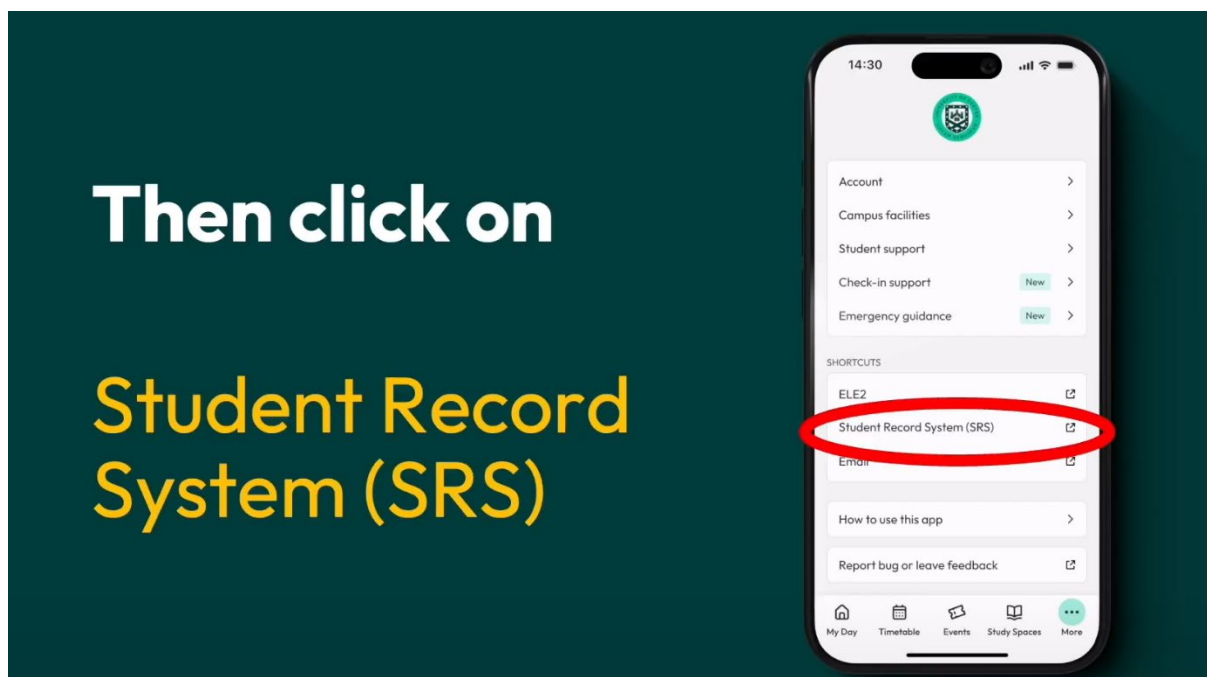
Mitigation Student Guide

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Applying for Mitigation

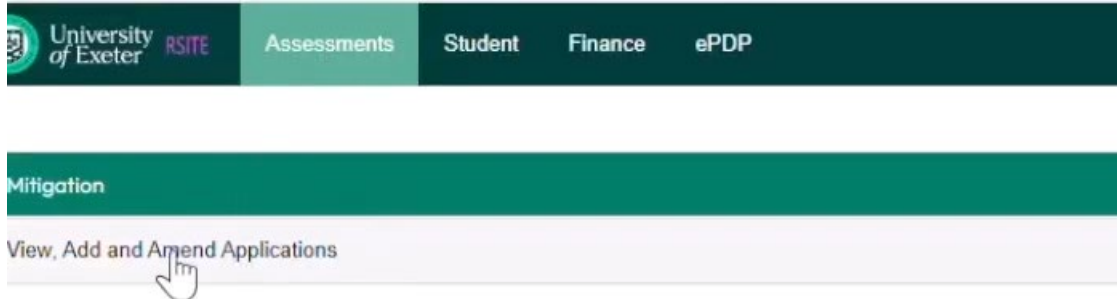
To **apply** for mitigation, log into the Student Record System using your normal IT sign in details. You can access this from the 'More' tab in the MyExeter app.



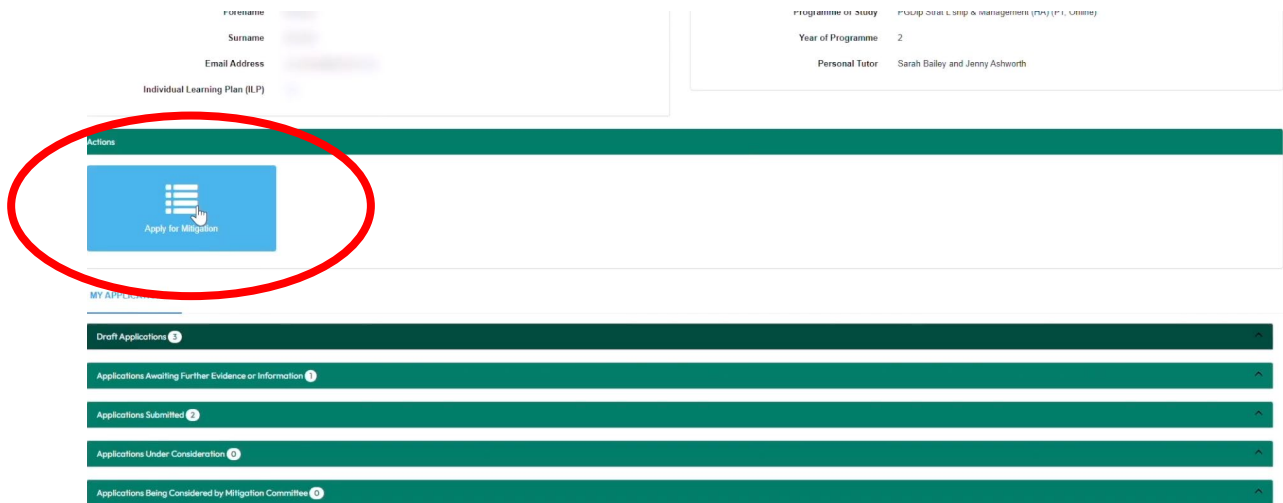
Click on the 'Assessments' tab at the top of the screen.



Under Mitigation click on 'View, Add and Amend Applications'.



This will show your mitigation dashboard where you can click the 'Apply for Mitigation' button to start an application.



Filling out your application

Clicking the Apply for Mitigation button will take you through to make an application. The first screen contains information and support services, please read through this information carefully.

Guidance and Support

Sometimes when you're at University things don't go quite to plan. Our Mitigation Process is here to support you through unexpected situations that affect your ability to complete an assessment, such as illness or a family crisis. Before completing this application, you should ensure that you consult the University's procedures relating to mitigation.

<http://www.exeter.ac.uk/students/info/points/yourinfo/points/services/mitigation/>

The two main types of evidence-based Mitigation are:

- An extension is a period of extra time that may be granted to enable you to complete a coursework assessment. Extensions are granted from one week up to a maximum of two weeks. Should your extension request exceed two weeks, you would typically need to consider applying for a deferral.
- A deferral is when an assessment is delayed and rescheduled to the next available assessment period.

Before you make any final decision about applying for evidence-based Mitigation we recommend, where possible, talking about it with someone:

- Academic tutor/Pastoral Mentor
- Friend/loved one
- Hub/Info point (<https://www.exeter.ac.uk/students/info/points/contact/>)
- Students' Guild (<https://www.exeter.ac.uk/students/guild/>) or Students' Union advice teams (<https://www.thesu.org.uk/advice/>)
- University Wellbeing team (<https://www.exeter.ac.uk/wellbeing/>)

Please note:

- Mitigation is a confidential process and won't be marked on your transcript or student record. All personal data collected will be processed in accordance with the Data Protection Act. The information you provide will only be shared with a limited group of University staff directly involved in the Mitigation decision-making process. View the University's full privacy policy here: <http://www.exeter.ac.uk/privacy/>
- Individual Academics/Tutors/Directors of Education cannot grant mitigation.

We appreciate that submitting an application can be a stressful experience for students. The University offers a Wellbeing service who can offer you support if needed. More information can be found here: <http://www.exeter.ac.uk/undergraduate/life/wellbeing/> OR <https://www.bplus.ac.uk/students/student-services/student-support/living-support-and-wellbeing-teams>. You may also consider contacting the Student Health Centre.

Tick one or more of the following boxes if you:

- Have attended a Health Wellbeing & Support for Study meeting (if you are unsure what this is, please leave this unticked)
- Started Postgraduate Taught Study in January
- Are on a Degree Apprenticeship
- Are a High Performance Athlete/ Sports Scholar

Exit Next

Once you've read this information, tick any relevant boxes that apply to you, then click 'Next'.

We appreciate that submitting an application can be a stressful experience for students. The University offers a Wellbeing service who can offer you support if needed. More information can be found here: <http://www.exeter.ac.uk/undergraduate/life/wellbeing/> OR <https://www.bplus.ac.uk/students/student-services/student-support/living-support-and-wellbeing-teams>. You may also consider contacting the Student Health Centre.

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- Started Postgraduate Taught Study in January
- Are on a Degree Apprenticeship
- Are a High Performance Athlete/ Sports Scholar

Exit Next

The next screen is where you can include the information on why you are applying for mitigation and your current circumstances. The pink highlighted sections are mandatory and will be used to decide the outcome of your application.

University of Exeter [HOME](#) [Assessments](#) [Student](#) [Finance](#) [ePDP](#) [Logout](#)

Mitigation Application

Explain how the circumstances are affecting your ability in the assessment task. We will treat what you say in the strictest confidence. The key information to include is what the circumstances are, how the relevant assessments have specifically been affected, what support you have sought/received and include dates where relevant.

Please be as clear and concise as possible.

Reason(s) for the Mitigation application.

- Bereavement
- Significant worsening in any adverse personal/ family/ welfare circumstances
- Mental Health
- Physical illness or injury
- A long-term fluctuating health condition/ disability
- Other

Please explain the reason(s) behind why you are applying.

5000 Characters Remaining

Please explain the impact of your above comments upon your ability to complete the assessment(s). If you are already linked in with the Education Welfare Team, please feel free to add in the name of the person with whom you are in contact.

5000 Characters Remaining

Duration of the impact of the circumstances.

Start Date

You will need to explain your reasons for applying and the impact the mitigating circumstances are having on you.

Add a date for the duration of when the impact started, then select if this is ongoing or when you expect it to end.

4993 Characters Remaining

Duration of the impact of the circumstances.

Start Date: 23/Sep/2024

Select End Date/Ongoing: Ongoing End Date

Buttons: Save & Exit, Back, Next

You can click 'Save & Exit' if you wish to take a break from your application. However, you will need to return and complete the application within 24 hours of the assessment deadline you are applying for.

You can use the 'back' button to go back to a previous section. If you are ready to continue with your application, click 'Next'.

Selecting Assessment(s)

Here you'll see a list of modules, and associated assessments and exams, that are available to select until 24 hours after your assessment deadline.

University of Exeter | Assessments | Student | Finance | ePDP

Select a Module

Module	Module Name	Summary	Select
BEMM117DA	Strategic Business Proposal	0 of 2 assessments linked to application	Select Assessments

Buttons: Back, Next

Identify the module for the assessment you wish to apply for, then click 'Select Assessments'.

Tick the assessment you wish to apply for and select 'Add to Request'. **Please only select assessments that are within 30 days of your assessment due date.** If your Assessment or Exam is not visible, contact your [Hub/Info Point](#) for further help.

Select Assessments

Select Assessments Table

Sequence	Type	Weighting	Attempt	Name	Original Due Date	Current Due Date	Linked to Application	Select
020	COURSEWORK	60	1	Assignment 1: Strategic Business Proposal (4000 words)	29/Oct/2024		No	<input checked="" type="checkbox"/>
021	COURSEWORK	40	1	Assignment 2: Presentation (20 minutes)	22/Oct/2024		No	<input type="checkbox"/>

Buttons: CANCEL, REMOVE FROM REQUEST, ADD TO REQUEST

If you are editing a previous application and want to **remove** an assessment from your request, you can select 'Remove from request'.

Sequence	Type	Weighting	Attempt	Name	Original Due Date	Current Due Date	Linked to Application	Select
020	COURSEWORK	60	1	Assignment 1: Strategic Business Proposal (4000 words)	29/Oct/2024		Yes	<input type="checkbox"/>
021	COURSEWORK	40	1	Assignment 2: Presentation (20 minutes)	22/Oct/2024		Yes	<input checked="" type="checkbox"/>

CANCEL REMOVE FROM REQUEST ADD TO REQUEST

Once you have selected the relevant assessments, click on the 'Next' button.

Module	Module Name	Summary	Select
BEMM11TDA	Strategic Business Proposal	0 of 2 assessments linked to application	Select Assessments

Back Next

Selecting Preferred Outcome

In this section you can select your preferred outcome for each assessment you have applied for.

Help Text

Please indicate your preferred outcome for each assessment selected.

If you:

- can't see the assessment you are expecting
- can't see the preferred outcome option you are expecting
- can only see one assessment where you are expecting multiple for the module
- can't see the assessment deadline

for your application, please select the option available that is closest to your assessment and preferred outcome and continue with your application. You will be able to review and amend your application at the end. When reviewing your application, please select 'Amend Circumstances' and edit the text in the 'reason(s) behind why you are applying' text box to include further details on what you are applying for that you were not able to select.

Please note applications for mitigation must be made within 24 hours of the assessment deadline, after this the assessment may no longer appear below. Late applications will only be considered where exceptional circumstances have meant you couldn't apply or provide evidence within the relevant timeframe, or, if you are under Health, Wellbeing and Support for Study (HWSS) and are supported by the Wellbeing or Welfare Team. If this is the case, please discuss this with the Wellbeing or Welfare team, or contact your Hub.

Module Code	Module Name	Assessment Type	Assessment Name	Assessment Weighting (%)	Attempt	Original Due Date	Current Due Date	Preferred Outcome
BEM3060	Managing Entrepreneurially	Coursework	Report	70	1	12/Dec/2024		

Back Next

If the preferred outcome that you were expecting is not available to select, there is help text available at the top which advises you to select the option closest to what you want. Then you can amend the text in the 'reason(s) why you are applying' textbox to specify what you are applying for.

Once you have selected your preferred outcome, click Next.

Attaching Evidence to your Application

You can now attach evidence to support your application. Select Browse My Computer, find the file you wish to upload, then click 'open'. Once complete, the file status will be updated to 'Successfully Uploaded.'

University of Exeter | Assessments | Student | Finance | ePDP | (Logout)

Help Text

Please be aware that if you view a document that you have uploaded the system will create a temporary file containing that document. If you are using a private, public or non-University shared device to view documents you will need to take additional care to ensure the security of your personal data. Please note the following File extensions can be uploaded: DOC, DOCX, EML, JPEG, JPG, MP4, PDF, PNG, and TIFF. The maximum file size accepted is: 5000(kb)

Please supply full evidence to support your mitigation application. If you are unable to supply evidence at this time, please do note this below but please be aware that we will be unable to process your application until you have supplied all supporting documents. Please also be aware that those processing your application will not be able to seek evidence on your behalf.

When providing evidence, please do not include graphic images that may cause upset or distress to staff processing mitigation applications.

Upload Supporting Evidence

Upload Evidence

Browse My Computer

Student Evidence.docx (12 kb) Delete

File Status: **Successfully Uploaded** 100%

Do you want to upload any further evidence later? *

Please refer to the mitigation policy to ensure the evidence you are providing is appropriate to your application. Annex F - Mitigation - Teaching Quality Assurance Manual - University of Exeter <https://as.exeter.ac.uk/academic-policy-standards/tqa-manual/aph/annex-f/>

Save & Exit Back Next

If you've uploaded **all** your evidence, select 'No, I do not wish to upload evidence later' from the drop-down menu and tick the appropriate reason.

Do you want to upload any further evidence later? * No, I do not wish to upload evidence later

If No, please select one or more of the following:

- I have uploaded all my evidence
- Please see my ILP, where extensions are supported
- I am a sports scholar or high-performance athlete and I have already discussed my application with the Sports Performance Team who have confirmed they will support my application
- No evidence is attached - I am being supported under the Health Wellbeing and Support for Study procedure and I have discussed this application with my Welfare Support contact, who will be in touch
- No evidence required

Please refer to the mitigation policy to ensure the evidence you are providing is appropriate to your application. Annex F - Mitigation - Teaching Quality Assurance Manual - University of Exeter <https://as.exeter.ac.uk/academic-policy-standards/tqa-manual/aph/annex-f/>

If you have an Individual Learning Plan (ILP) that supports extensions and wish to use that as your supporting evidence, tick the box 'Please see my ILP, where extensions are supported'. You can also indicate if you are being supported under the Health, Wellbeing and Support for Study procedure.

If you will be providing further evidence select 'Yes, I would like to upload more evidence later.'

You will still need to submit your application within 24 hours of your due date, but you have 10 working days from your assessment due date to submit further evidence. After that your request will be considered **based on what you have submitted**. If you have concerns, contact your [Hub/Info Point](#) within the 10-day period.

Do you want to upload any further evidence later? * Yes, I would like to upload more evidence later

[You have 10 working days from the Original Due Date to submit further evidence.](#)

Please refer to the mitigation policy to ensure the evidence you are providing is appropriate to your application. Annex F - Mitigation - Teaching Quality Assurance Manual - University of Exeter <https://as.exeter.ac.uk/academic-policy-standards/tqa-manual/aph/annex-f/>

Save & Exit Back Next

Click 'Next' to move to the summary page.

Application Summary and Confirmation

Finally, check all the details you have provided are correct.

You can edit sections if required by clicking 'Amend' under each section. If you couldn't select the assessment or outcome you were expecting, you can amend where you added your reasons for applying to include the details of what you are requesting.

Mitigation Application

Reason(s) for the Mitigation application. • Other

Please explain the reason(s) behind why you are applying. Reasons

Please explain the impact of your above comments upon your ability to complete the assessment(s). Impacts

Duration of the impact of the circumstances.

Start Date 23/Sep/2024

Ongoing Yes

Amend Circumstances

You may wish to download your application to share with someone else for advice or guidance. To do this, click the 'Download Document' button at the bottom of the page.

Assessments Affected

Module	Name	Assessment Type	Assessment Name	Assessment Weighting (%)	Preferred Outcome	Original Due Date	Current Due Date
EMM1170A	Strategic Business Proposal	Coursework	Assignment 1: Strategic Business Proposal (4000 words)	60	1-week ILP supported assessment extension	29/Oct/2024	

Amend Assessments

Evidence

Do you want to upload any further evidence later?: No. I do not wish to upload evidence later

Reason: • Please see my ILP, where extensions are supported.

Document: Student Evidence.docx

Action: Download document

Amend Evidence

If you wish to save your application for later, click the 'Save & Exit' button. If you are ready to submit your application, tick the I agree box and click the 'Submit' button.

Confirmation and Declaration

I certify that:

- The information I have entered is correct to the best of my knowledge.
- I understand that appropriate staff will have access to the information provided in relation to my application.

I Agree:

You have provided us with your personal information to enable us to meet our obligations and provide you with a service relating to your application for mitigation. Mitigation is a confidential process and will not be marked on your transcript or student record.

As part of this process, we may need to review and share elements of what you have provided with other colleagues within the university to assist us with your application and support. All access is controlled to specific documents and for limited periods.

This process is limited and specific to your needs to enable the mitigation process to take place.

Your data is processed by the University to fulfil the requirements of the UK DPA/GDPR under contractual obligation, to support your needs whilst studying with the University. If you have any queries on how the university handles your data please contact Information@open.ac.uk

Once you are happy with the information you have provided please click Submit below.

Save & Exit Submit

Remember, you must submit your application within 24 hours of your assessment deadline, even if you'll be adding evidence later. **Applications in draft will not be considered until the application has been submitted.**

Mitigation Dashboard

Personal details and programme information section. Includes fields for Surname, Email Address, Individual Learning Plan (ILP), Programme of Study, Year of Programme, and Personal Tutor.

MY APPLICATIONS

Draft Applications 3

Reference Code	Created	Action
EMT-003	24/Sep/2024	View Edit Delete Download Application
EMT-004	24/Sep/2024	View Edit Delete Download Application
EMT-005	24/Sep/2024	View Edit Delete Download Application

Your mitigation dashboard shows all your applications and the stage they are at, including their reference code. Please check that the application you have created is in the Submitted folder.

MY APPLICATIONS

Draft Applications 3

Applications Awaiting Further Evidence or Information 1

Applications Submitted 3

Reference Code	Submitted	Action
EMT-001	24/Sep/2024	View Withdraw Download Application
EMT-006	24/Sep/2024	View Withdraw Download Application
EMT-008	24/Sep/2024	View Withdraw Download Application


Applications Under Consideration 1

Applications Being Considered by Mitigation Committee 1

If you are requesting evidence from Welfare or Wellbeing through the Evidence Request form, you can add your mitigation application reference number to help speed up the process.

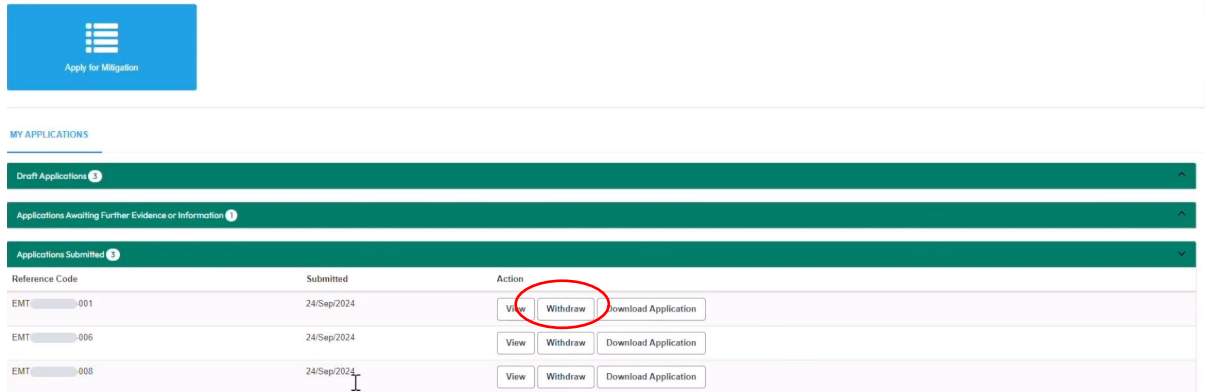
Applications Submitted 3

Reference Code	Submitted	Action
EMT-001	24/Sep/2024	View Withdraw Download Application
EMT-006	24/Sep/2024	View Withdraw Download Application
EMT-008	24/Sep/2024	View Withdraw Download Application

You can also view or download any of your applications should you need 

Withdrawing an application

If you wish to withdraw an application, you can do this by clicking the 'withdraw' button within 3 days of submitting your mitigation application. If more than 3 days have passed since the application was submitted, you will need to contact your Hub directly. They will then withdraw your application, providing it is within the allowed withdrawal period of 3 days following the deadline of an exam or assessment.



The screenshot shows a user interface for managing mitigation applications. At the top left is a blue button labeled "Apply for Mitigation" with a menu icon. Below this is a section titled "MY APPLICATIONS" with three expandable categories: "Draft Applications", "Applications Awaiting Further Evidence or Information", and "Applications Submitted". The "Applications Submitted" category is expanded, showing a table with three rows of application data. Each row has a "View", "Withdraw", and "Download Application" button. The "Withdraw" button in the first row is circled in red.

Reference Code	Submitted	Action
EMT-001	24/Sep/2024	View Withdraw Download Application
EMT-006	24/Sep/2024	View Withdraw Download Application
EMT-008	24/Sep/2024	View Withdraw Download Application