

For Registry use only:

Date logged on SITS:

Evidence received: YES / NO

STUDENT SERVICES CENTRE

Submission of Mitigation

Notes

The deadline for submitting your mitigation, and any supporting documentary evidence, is **seven days** either from the date of your last examination or from the submission date of the relevant assessed work e.g. dissertation. All mitigation received by the deadline is made available to the relevant Sub-Board of Examiners.

NB Only evidence submitted on time and with this form can be considered. Student Services cannot obtain evidence on your behalf.

If you are a General Course student, please ensure that you pass a full copy of this paperwork on to your home university for their records.

For full instructions on completing this form, please see lse.ac.uk/Mitigation.

Personal details

Surname First name(s)
 Student No. Candidate No.
 Department Year of Study
 Programme of study:

Summary of mitigating circumstances

My own medical condition Bereavement Family circumstances
 Procedural defect in the conduct of your assessment(s) Other/Multiple
(e.g. a fire alarm sounding during an examination)

Nature of supporting evidence attached:

Medical certificate Death Certificate Police Report
 Other (please provide details)

Please list details of the assessment(s) affected

COURSE CODE	COURSE TITLE	DATE OF EXAM / SUBMISSION

Please provide a summary of your mitigating circumstances, either overleaf or in a separate document attached to this form. You must be specific about how you believe that the circumstances detailed therein affected your assessment(s) (including exact dates). Please be as brief as your circumstances allow.

Student Declaration

I confirm that the information that I have supplied on this form and in the attached documents is correct. I give permission for this documentation to be seen by the Chair of the relevant School Boards of Examiners and by relevant School staff for the purposes of processing my overall course result(s).

Your signature: Date:

Submission of Mitigation form

Please provide details of your mitigating circumstances here: