

- d. A requirement of Religious Observance on the day of assessment

Where mitigating circumstances become apparent or where multiple mitigation applications have been submitted during the course of the programme, staff and students consider use of the [Health, Wellbeing and Support for Study procedure](#) and Chapter 13 of the Learning and Teaching Handbook; Procedures for the interruption and voluntary withdrawal of taught students. Students should seek clear guidance from their Pastoral Mentor, Academic Tutor (also known as Personal Tutor), the Student Finance Office, study skills advisers, Wellbeing Services or Penryn/ Truro Accessibility Service, and/or

10.1.7

evidence-free extension. Departments will advise students if this is the case for any of their assessments.

- b. Evidence-based mitigation via an application form (see 10.6).

(NOTE: If a student requests a 72-hour evidence-free extension, but then realises an additional extension is required, they may submit an application for evidence-based mitigation. If granted, this extension will incorporate the original 72-hour extension, and the self-certified extension will be rescinded. The student's available number of 72-hour evidence-free extensions for the academic year will be readjusted accordingly).

10.4.2 Examples of exceptional circumstances which may justify consideration of retrospective or late application for mitigation, or which may justify avoidance of certain forms of mitigation, such as examination deferral or deadline extension are detailed in APA Handbook Annex F: Mitigation, section four. Examples include an unexpected traumatic event, an emerging health condition, the effect of which was not clear at the time of the assessment, but would have significantly impacted on the student's ability to engage with their studies and also to engage with the support t w TXV{ wXxè wKè XKhz_đI j V`zI j ě _T_đ wX, Xj zxKöz{ VXj zāKŠ`h̄z.ēl ē j VXwzKj Vđ vē engage with the procedures. Late applications should be made via the evidence-based mitigation process.

10.4.3 Students are responsible for making applications for mitigation to the Faculty (or delegated School) delivering the affected module or via ELE 2 for 72-hour evidence-free extensions. Where performance is believed to have been affected in modules from more than one Faculty (or delegated School) the student apply separately to each Faculty (or delegated School).

10.4.4 The length of the permitted extension should be determined by the member of staff reviewing the request and evidence, using their professional judgement. Applications for extensions over two weeks be considered by the Mitigation Committee or a delegated representative thereof. Records of permitted extensions be kept and reviewed regularly to ensure consistency of approach over time and to enable the sharing of best practice between decision-makers.

10.4.5 For programmes involving professional placements, or where PSRB requirements are in place, the length of an extension may need to be determined in consultation with the placement provider and/or Programme Team.

