

Assessment Support Request for Mitigating Circumstances

ASF1 Assessment Support Request Form



Student's Details:

Student Name	i.e. your first name and surname.		
Student Number	e.g. 241234.		
Course	e.g. BA Graphic Design / MA Fashion.		
Campus	e.g. Canterbury	Year of Course	e.g. 1 st or 2 nd
Personal email address	Click or tap here to enter text.		
Phone Number	Click or tap here to enter text.		
Do you have an ILP Independent Learning Plan	Choose an item.		

Assessments Affected

Unit Code	Component/Task	Deadline	New Deadline Staff Use Only
e.g. ABCD1234	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
e.g. ABCD1234	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
e.g. ABCD1234	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
If any of the above assessments involve group work, please provide details below of the relevant unit and names of the group/members affected.			
Click or tap here to enter text.			

Description of your circumstances

Please tick

Self-Certified	☐	Short term physical or mental illness or injury of no more than 5 working days. May only be requested up to five working days before your submission of coursework or on the day of a practical event <i>You will be provided with up to 5 working day extension for coursework or a deferral of your assessment event.</i>
Extended Circumstances	☐	Circumstances affecting more than 5 working days. Your request must be supported by evidence. This can be made up to three working days before the submission of coursework or on the day of a practical event.
Planned Absence	☐	A known absence that will affect the development of your assessment or specific date of an assessment event (e.g. medical procedure). Must be requested more than 14 days in advance.
Submission technical difficulties	☐	Request to accept late submission within 24 hours of deadline – must be supported by evidence such as screen shots of the error and your attempt to submit the work.
Other	☐	

Description of your circumstances

Please give details of the circumstances you are requesting Assessment Support for. This should include:

- Brief description of the event/circumstances.
- How those circumstances have or will affect your ability to present for assessment.
- The period of time affected (duration/days/weeks lost due to these circumstances).

Click or tap here to enter text.

Declaration and Conduct Agreement

I confirm that the circumstances presented are true to the best of my knowledge and understand that a request deemed to be the subject of a dishonest attempt to seek an academic advantage will be referred to the <i>Academic Misconduct Regulations and Procedures</i> .	Choose an item.
I am aware of the support and advice available to me, as indicated at the end of this form, and will make contact if I feel I require further assistance.	Choose an item.

Advice and Support

If you are experiencing difficulties during your studies, the University can provide support to you through our pastoral and wellbeing services.

Wellbeing and Learning Support from Campus Life Hub

- **Canterbury** and **ICI**: campuslifecanterbury@uca.ac.uk | +44 (0)1227 817 314
- **Epsom**: campuslifeepsom@uca.ac.uk | +44 (0)1372 202 461

- **Farnham:** campuslifefarnham@uca.ac.uk | +44 (0)1252 892 709

Academic and Pastoral Support

- Your **Programme Director**
- Your **Personal Academic Tutor**

Impartial Advice

- **Students' Union** Advice Team: advice.su@uca.ac.uk
- [Mitigating Circumstance Regulations and Assessment Support Procedure](#)
- [Academic Appeal Regulations and Procedure](#)

Campus Life or Programme Director (or nominee)

Date received by Campus Life	Click or tap to enter a date.
Authorising Person	Click or tap here to enter text.
Date Responded	Click or tap to enter a date.
Approved or Rejected for:	Approved for all requested units ☐
	Approved for following units only Click or tap here to enter text.
	Rejected for all units ☐
If rejected, please explain rationale for the rejection of the request (or specific units).	Click or tap here to enter text.
Evidence Accepted Please provide brief description of the evidence you have accepted to support the claim if relevant.	Click or tap here to enter text.

Assessment Support

Deadline Extension ☐	Please state new deadlines in the <i>Affected Assessments</i> table above.
Submission accepted late ☐	e.g. technical submission issues or where you support the request under the Academic Appeal Regulations. The assessment will be marked without penalty to the grade.
Assessment Reschedule ☐	For assessment events such as performances, presentations, etc. where the new date can take place within the same assessment period. Please indicate date in <i>Assessments Affected</i> table above.
Assessment Deferral ☐	Where the assessment is to be deferred to a future assessment period such as following semester, Resit period or next academic year. If this will cause an <i>interruption to study</i> , please refer case to Support to Study. Please provide details below.
Minor Amendments ☐	A minor adjustment to assessment brief or requirements, such as type of assessment or assessment load, etc. Please give details below

Details of any minor amendments to assessment requirements or deferment of assessment.
Please provide explanation of rationale and provision.

Click or tap here to enter text.

Document Control

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