**Leeds Beckett University** 

**Request for Authorised Absence from Examination or other Scheduled Assessment**

**(This form should not to be used for coursework, you may need to seek an extension or apply for mitigation)**

This form should be used when you are fit to sit an examination or other scheduled assessment but are prevented from doing so as a result of a formal obligation, for example as a result of jury service or court proceedings. In these circumstances you may submit a request for authorised absence to your Student Administration Team for consideration by your Mitigation Coordinator, in advance, but no later than the date of the assessment affected.

All requests for consideration for authorised absence must be accompanied by independent, original (not copied) documentary evidence.

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Full Name: | 2 | Student ID Number: |
| 3 | Course:Level/Year: | 4 | School: |
| 5 | Reason for absence: |  |
| 6 | Dates over which circumstances applies: | From: | To: |
| 7 | Modules and Assessment affected (please ensure you have listed the exact module title). Please note it is your responsibility to ensure you have listed ALL modules and components that are affected. |
|  | Module title | Module tutor | Type of assessment | Scheduled date of assessment |
| a) |  |  |  |  |
| b) |  |  |  |  |
| c) |  |  |  |  |
| d) |  |  |  |  |
| 8 | Please indicate the nature of evidence, e.g. jury summons: |  |

For further information please see the Student Factsheet, Extenuating Circumstances and Mitigation and the Academic Principles and Regulations, section 8.

**For office use:**

A copy of this form will be placed on the Student’s File

|  |  |
| --- | --- |
| Absence Authorised: | YES/NO (please delete) |
| Mitigation Coordinator Signature: | Date: |
| Student informed of outcome: | Date: |
| Submitted to Mitigation Panel: | Date: |