



MAPS College Mitigating Circumstances Form

011 – MAPS
Version 1.0 | March 2023

Student Details:

Student Name:			
National ID / Passport Number:		Contact Number:	
Course Name:			

Unit Details:

Unit Name:			
Assessment Deadline:		No of Days Requested:	
Reason for Extension Request:			

Declaration:

I confirm that, to the best of my knowledge, the information given in this form is correct and complete, and that I have read the MAPS College Assessment Policy regarding the extension of assessment submission dates.

I understand these instructions and I agree to abide by the conditions set out there. I also understand that, if an extension is granted, it is the college that will decide the length of the extension.

I have also attached any relevant documents in support of my request.

Signature:		Date:	
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For Office Use Only:

Received By:		Date:	
Remarks:			
Reviewed By:		Date:	
Decision:			

13. EXTENSIONS OF TIME

13.1. Students who require an extension of time to complete an assessment must seek approval from the Course Coordinator. Extension can only be granted due to compassionate or compelling circumstances that are generally those beyond the control of the student and which have an impact upon the student's course progress or wellbeing.

These could include, but are not limited to:

- a) serious illness or injury, where a medical certificate indicates that the student was unable to attend classes and/or undertake assessments;
- b) bereavement of close family members such as parents or grandparents;
- c) natural disaster in the home town/island requiring emergency travel and this has impacted on the student's studies; or
- d) a traumatic experience which could include:
 - i. involvement in, or witnessing of a serious accident; or
 - ii. witnessing or being the victim of a serious crime,

13.2. Requests for extensions must be made in writing to the course coordinator using the MAPS College Mitigating Circumstances Form. After consideration, approved requests will be notified in writing from the course coordinator, indicating the extension due date.

13.3. Requests for extensions must be made at least 24 hours before the assessment due date, unless there is a compelling reason why this is not possible. Where a compelling reason exists that explains why a request for an extension cannot be made at least 24 hours before the due date, the request for extension should instead be made as soon as possible.

13.4. Requests for extension received less than 24 hours before the assessment due date, or after the assessment submission date has passed without a compelling reason for the delay, will be rejected by the College.