

Appendix 4: IMC report form

Individual Mitigating Circumstances (IMCs) Report Form



UNIVERSITY OF
BATH

Please complete this form electronically (or if hand-written in BLOCK CAPITALS) and pass to your Department/School Office for consideration by the IMC Panel.

For guidance and a summary of IMCs see: <http://www.bath.ac.uk/registry/imc/imc-students.html>.

Department/School:	
Full Name:	
Year of Study:	Programme Code & Title:
Personal Tutor:	
Candidate Number: (if known)	Student Registration Number:

Units to be considered – Please fill in a separate line for each assessment component for which you are claiming mitigating circumstances and provide the information requested in the relevant column. Add rows as necessary. See examples below.

Unit Code	Unit Title	Coursework and description of coursework (e.g. group presentation, in-class test, lab practical, individual essay) Indicate submission deadline	Was a coursework extension granted? Indicate extended deadline	Examination Indicate date of examination
XX59999	Consulting	In-class test - 31/10/13	No	
XX59999	Consulting	Individual essay - 02/11/13	06/11/13	
XX59999	Consulting			16/01/14

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Please describe the circumstances:

Please describe the impact of the circumstances on the assessment(s) you have listed (using additional pages if required):

Please describe the evidence you are providing to demonstrate the impact of the circumstances on the assessment(s) you have listed (using additional pages if required):

If your IMCs claimed are accepted, the circumstances affecting your assessment(s) will be taken into account by the Board of Examiners for Programmes. If you do not wish the detail of your circumstances to be made known to the Board of Examiners for Programmes, please tick the box on the right and speak to either your Personal Tutor or your Director of Studies about how best to summarise your circumstances.

Signature of Student:

Date:

Office use only

**Date received by the
Department/School:**

**Authorised
signature:**