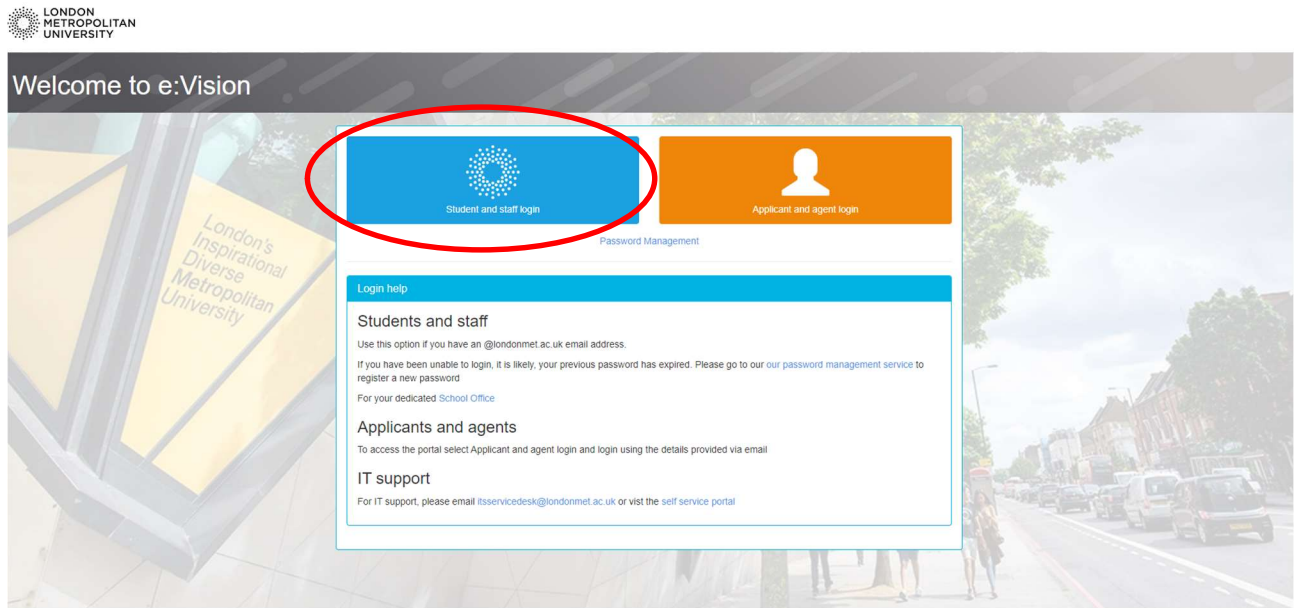
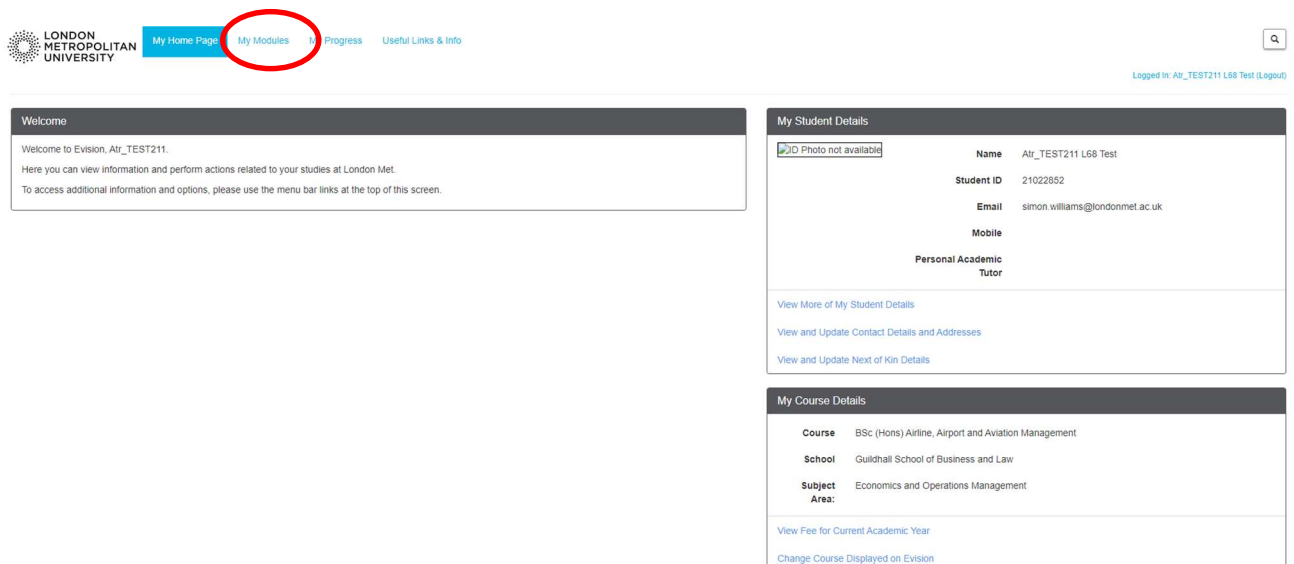


## MITIGATING CIRCUMSTANCES/REVIEW REQUEST PROCESS FOR STUDENTS

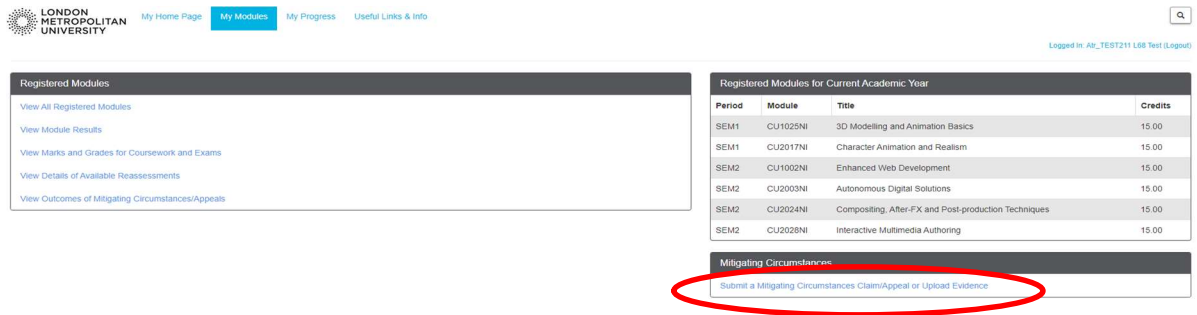
1. Using any browser go to: [evision.londonmet.ac.uk](http://evision.londonmet.ac.uk). Click on 'Student and staff login' and this should automatically log you into Evision



2. You will then need to click on 'My Modules' at the top of the screen



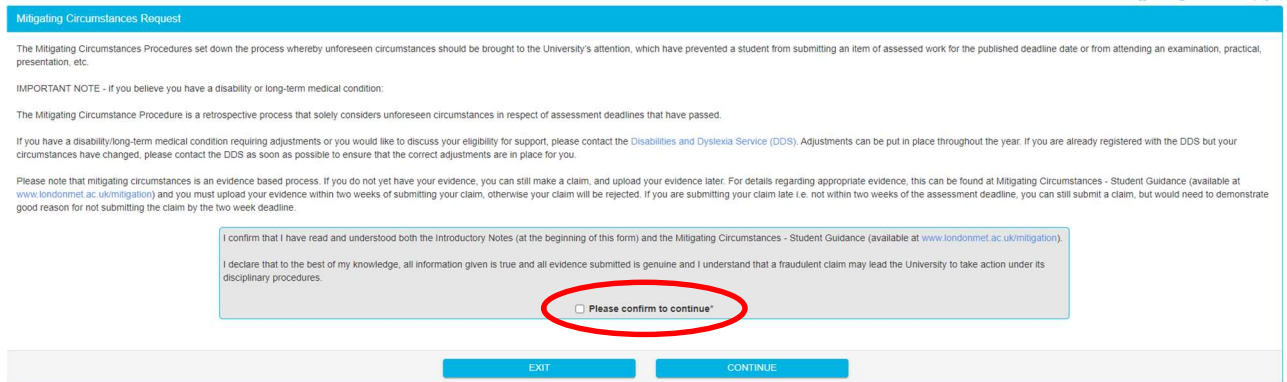
3. Then click on 'Submit a Mitigating Circumstances Claim/Appeal or Upload Evidence'



The screenshot shows the student portal interface. At the top, there's a navigation bar with 'My Home Page', 'My Modules', 'My Progress', and 'Useful Links & Info'. A search icon is on the right. Below the navigation bar, there's a 'Registered Modules' section on the left with links like 'View All Registered Modules', 'View Module Results', 'View Marks and Grades for Coursework and Exams', 'View Details of Available Reassessments', and 'View Outcomes of Mitigating Circumstances/Appeals'. On the right, there's a 'Registered Modules for Current Academic Year' table. Below this table, the 'Mitigating Circumstances' section is highlighted with a red circle, containing the link 'Submit a Mitigating Circumstances Claim/Appeal or Upload Evidence'.

| Period | Module   | Title                                                | Credits |
|--------|----------|------------------------------------------------------|---------|
| SEM1   | CU1025NI | 3D Modelling and Animation Basics                    | 15.00   |
| SEM1   | CU2017NI | Character Animation and Realism                      | 15.00   |
| SEM2   | CU1002NI | Enhanced Web Development                             | 15.00   |
| SEM2   | CU2003NI | Autonomous Digital Solutions                         | 15.00   |
| SEM2   | CU2024NI | Compositing, After-FX and Post-production Techniques | 15.00   |
| SEM2   | CU2028NI | Interactive Multimedia Authoring                     | 15.00   |

4. You will be taken to the Mitigating Circumstances Request page. Please read this through carefully and tick the check box to confirm. Then click 'Continue'.



The screenshot shows the 'Mitigating Circumstances Request' page. It contains a header, a paragraph explaining the process, an 'IMPORTANT NOTE' about disabilities, a paragraph about the retrospective process, a paragraph about evidence-based process, and a paragraph about the deadline. Below this, there's a confirmation box with a checkbox labeled 'Please confirm to continue' which is circled in red. At the bottom, there are 'EXIT' and 'CONTINUE' buttons.

**Mitigating Circumstances Request**

The Mitigating Circumstances Procedures set down the process whereby unforeseen circumstances should be brought to the University's attention, which have prevented a student from submitting an item of assessed work for the published deadline date or from attending an examination, practical, presentation, etc.

**IMPORTANT NOTE** - If you believe you have a disability or long-term medical condition:

The Mitigating Circumstance Procedure is a retrospective process that solely considers unforeseen circumstances in respect of assessment deadlines that have passed.

If you have a disability/long-term medical condition requiring adjustments or you would like to discuss your eligibility for support, please contact the [Disabilities and Dyslexia Service \(DDS\)](#). Adjustments can be put in place throughout the year. If you are already registered with the DDS but your circumstances have changed, please contact the DDS as soon as possible to ensure that the correct adjustments are in place for you.

Please note that mitigating circumstances is an evidence based process. If you do not yet have your evidence, you can still make a claim, and upload your evidence later. For details regarding appropriate evidence, this can be found at Mitigating Circumstances - Student Guidance (available at [www.londonmet.ac.uk/mitigation](http://www.londonmet.ac.uk/mitigation)) and you must upload your evidence within two weeks of submitting your claim, otherwise your claim will be rejected. If you are submitting your claim late i.e. not within two weeks of the assessment deadline, you can still submit a claim, but would need to demonstrate good reason for not submitting the claim by the two week deadline.

I confirm that I have read and understood both the introductory Notes (at the beginning of this form) and the Mitigating Circumstances - Student Guidance (available at [www.londonmet.ac.uk/mitigation](http://www.londonmet.ac.uk/mitigation)).

I declare that to the best of my knowledge, all information given is true and all evidence submitted is genuine and I understand that a fraudulent claim may lead the University to take action under its disciplinary procedures.

☐ Please confirm to continue

**EXIT** **CONTINUE**

5. A page listing all your currently available Assessment and/or Reassessment Components for the current academic year will appear;

**Mitigating Circumstances Request**

Student ID: 21022852  
Name: Mr Abi\_TEST211 L68 Test  
Programme: BSc (Hons) Airline, Airport and Aviation Management

You should use this form to make a Mitigating Circumstances claim for:

- Non-attendance at an exam, presentation, class test etc.
- Non-submission of coursework

Please note that you CANNOT submit a claim for impaired academic performance in an examination, presentation, class test etc. If a student attends an assessment, submits a piece of coursework etc., they are declaring that they are fit to take the assessment.

Please select the component you wish to submit a mitigating circumstances claim for:

| Assessment Records |                                                      |                |                                                 |                     |                        |
|--------------------|------------------------------------------------------|----------------|-------------------------------------------------|---------------------|------------------------|
| Module Code        | Module Title                                         | Component Code | Component Name                                  | Assessment Deadline |                        |
| CU2024NI           | Compositing, After-FX and Post-production Techniques | 001            | Creative and Technical Exercises                | 07/Mar/2025         | <a href="#">SELECT</a> |
| CU2024NI           | Compositing, After-FX and Post-production Techniques | 002            | Workbook                                        | 09/May/2025         | <a href="#">SELECT</a> |
| CU2024NI           | Compositing, After-FX and Post-production Techniques | 003            | Application "FC"                                | 09/May/2025         | <a href="#">SELECT</a> |
| CU2028NI           | Interactive Multimedia Authoring                     | 001            | Supporting design and development documentation | 09/May/2025         | <a href="#">SELECT</a> |
| CU2028NI           | Interactive Multimedia Authoring                     | 002            | Software application development "FC"           | 09/May/2025         | <a href="#">SELECT</a> |

| Reassessment Records |                                                      |                |                                                 |                       |                        |
|----------------------|------------------------------------------------------|----------------|-------------------------------------------------|-----------------------|------------------------|
| Module Code          | Module Title                                         | Component Code | Component Name                                  | Reassessment Deadline |                        |
| CU2024NI             | Compositing, After-FX and Post-production Techniques | 002            | Workbook                                        |                       | <a href="#">SELECT</a> |
| CU2024NI             | Compositing, After-FX and Post-production Techniques | 003            | Application "FC"                                |                       | <a href="#">SELECT</a> |
| CU2028NI             | Interactive Multimedia Authoring                     | 001            | Supporting design and development documentation |                       | <a href="#">SELECT</a> |
| CU2028NI             | Interactive Multimedia Authoring                     | 002            | Software application development "FC"           |                       | <a href="#">SELECT</a> |

[EXIT](#)

6. Selecting a component takes you to the page to add details as to the specifics of your request;

**Mitigating Circumstances Request**

Student ID: 21022852/1  
Module Code: CU2024NI  
Module Module Title: Compositing, After-FX and Post-production Techniques  
Component Name: Creative and Technical Exercises

All sections of the form must be completed below. Please ensure when you have completed all sections of the form, you click on the 'Submit Request' button.

**IMPORTANT NOTE – IF YOUR CLAIM FOR ANY COMPONENT ABOVE IS SUBMITTED AFTER THE TWO WEEK DEADLINE, YOUR CLAIM FOR THAT COMPONENT WILL ONLY BE CONSIDERED IF YOU CAN DEMONSTRATE GOOD REASON FOR THE DELAY IN SUBMITTING YOUR CLAIM. BEING UNAWARE OF THE DEADLINE WILL NOT BE ACCEPTED AS GOOD REASON.**

Is this claim being made within the two week deadline? [Please select...](#)

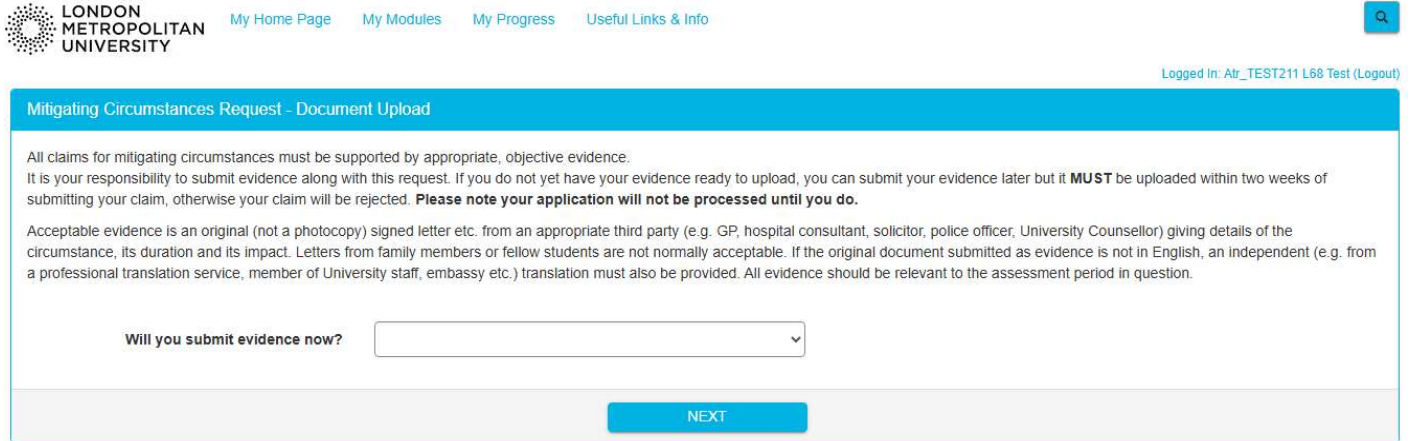
Please explain your reasons for submitting your late claim:

Please briefly describe your circumstances and their impact on your studies, making reference to your supporting evidence, and being specific about dates:

Does your claim relate to a disability, Specific Learning Difficulty or a medical or health condition, including mental health that has a long-term (12 months or more) and substantial negative effect on your ability to carry out day-to-day activities? [Please select...](#)

[EXIT](#) [SUBMIT REQUEST](#)

- Once you have completed the fields, click 'Submit request'. You will be asked to upload relevant supporting documents. At this stage, you can either choose to submit the evidence now, or later (see step 15). If you choose to submit your evidence later, you must upload it within two weeks of submitting the claim otherwise your claim will be rejected;



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Logged In: Atr\_TEST211 L68 Test (Logout)

### Mitigating Circumstances Request - Document Upload

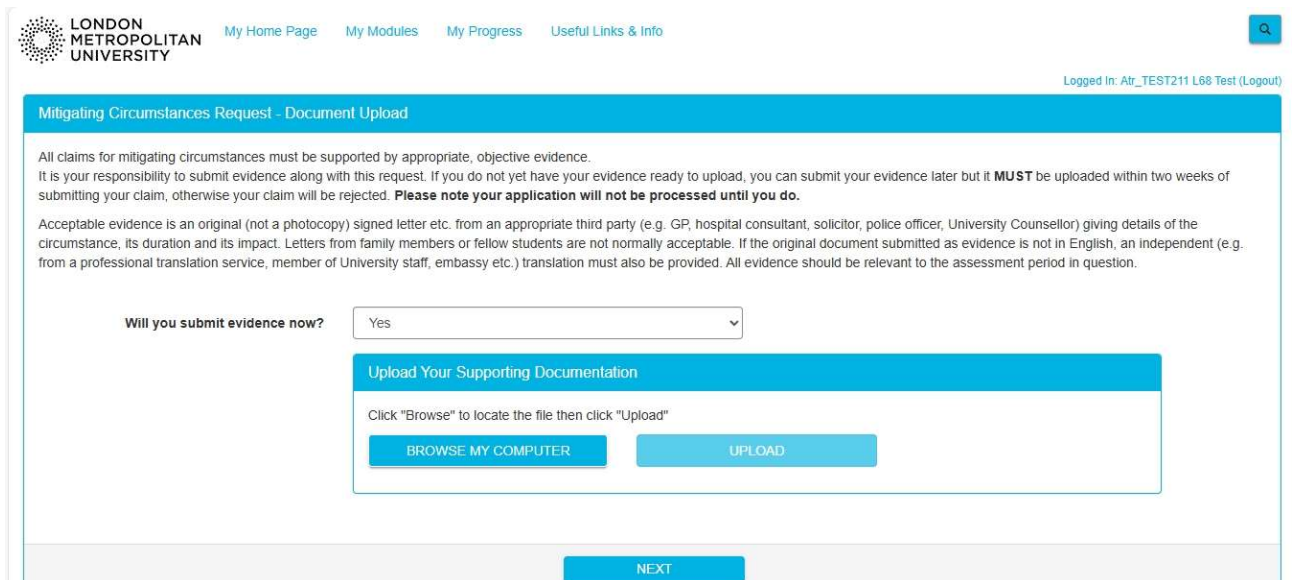
All claims for mitigating circumstances must be supported by appropriate, objective evidence. It is your responsibility to submit evidence along with this request. If you do not yet have your evidence ready to upload, you can submit your evidence later but it **MUST** be uploaded within two weeks of submitting your claim, otherwise your claim will be rejected. **Please note your application will not be processed until you do.**

Acceptable evidence is an original (not a photocopy) signed letter etc. from an appropriate third party (e.g. GP, hospital consultant, solicitor, police officer, University Counsellor) giving details of the circumstance, its duration and its impact. Letters from family members or fellow students are not normally acceptable. If the original document submitted as evidence is not in English, an independent (e.g. from a professional translation service, member of University staff, embassy etc.) translation must also be provided. All evidence should be relevant to the assessment period in question.

Will you submit evidence now?

**NEXT**

- If you are submitting the evidence with your claim, select 'Yes' from the drop-down menu and you will then be given the option to upload your supporting documentation;



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Logged In: Atr\_TEST211 L68 Test (Logout)

### Mitigating Circumstances Request - Document Upload

All claims for mitigating circumstances must be supported by appropriate, objective evidence. It is your responsibility to submit evidence along with this request. If you do not yet have your evidence ready to upload, you can submit your evidence later but it **MUST** be uploaded within two weeks of submitting your claim, otherwise your claim will be rejected. **Please note your application will not be processed until you do.**

Acceptable evidence is an original (not a photocopy) signed letter etc. from an appropriate third party (e.g. GP, hospital consultant, solicitor, police officer, University Counsellor) giving details of the circumstance, its duration and its impact. Letters from family members or fellow students are not normally acceptable. If the original document submitted as evidence is not in English, an independent (e.g. from a professional translation service, member of University staff, embassy etc.) translation must also be provided. All evidence should be relevant to the assessment period in question.

Will you submit evidence now? Yes

#### Upload Your Supporting Documentation

Click "Browse" to locate the file then click "Upload"

**BROWSE MY COMPUTER** **UPLOAD**

**NEXT**

9. Click 'Browse My Computer' to locate the file then click 'Upload'. The file status should say successfully uploaded when complete:

Logged In: Atr\_TEST211 L68 Test (Logout)

**Mitigating Circumstances Request - Document Upload**

All claims for mitigating circumstances must be supported by appropriate, objective evidence. It is your responsibility to submit evidence along with this request. If you do not yet have your evidence ready to upload, you can submit your evidence later but it **MUST** be uploaded within two weeks of submitting your claim, otherwise your claim will be rejected. **Please note your application will not be processed until you do.**

Acceptable evidence is an original (not a photocopy) signed letter etc. from an appropriate third party (e.g. GP, hospital consultant, solicitor, police officer, University Counsellor) giving details of the circumstance, its duration and its impact. Letters from family members or fellow students are not normally acceptable. If the original document submitted as evidence is not in English, an independent (e.g. from a professional translation service, member of University staff, embassy etc.) translation must also be provided. All evidence should be relevant to the assessment period in question.

Will you submit evidence now? Yes

**Upload Your Supporting Documentation**

Click "Browse" to locate the file then click "Upload"

BROWSE MY COMPUTER UPLOAD

Fit Note Sample.pdf (76 kb)

| File                | Status                | Progress |
|---------------------|-----------------------|----------|
| Fit Note Sample.pdf | Successfully Uploaded | 100%     |

NEXT

10. Once you've uploaded and clicked 'Next', you will be asked if you want to make another request. Clicking 'Make Another Request' will take you back to the list of available components (see step 5). You can go through the task and make a request for a different component as many times as you need to. If you are using the same evidence, you do not need to upload this again. If you wish to submit different evidence, you have the option to do so here, or you can upload the evidence later (see step 15). Please select the option that applies from the dropdown and click next.

Logged In: Atr\_TEST211 L68 Test (Logout)

**Mitigating Circumstances Request - Further Document Uploads**

**Your Uploaded Documents**

| Document Name       | Action                     |
|---------------------|----------------------------|
| Fit Note Sample.pdf | <span>VIEW DOCUMENT</span> |

Do you have any additional documents to upload? If so, do so here:

Are you submitting any further evidence?

NEXT

11. Once you have submitted one or more requests and click 'Continue' you will be taken to a confirmation page which lists ALL the components for which you have just submitted requests;



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UNIVERSITY**

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[My Modules](#)
[My Progress](#)
[Useful Links & Info](#)



Logged In: Atr\_TEST211 L68 Test (Logout)

### Mitigating Circumstances Request

Here is the list of component(s) for which you are making a mitigating circumstances request during this session:

**Module: CU2024NI Component: 002 Workbook**

Reason for submitting late: n/a

Circumstances: III

Submission Deadline: 9 May 2025

**Module: CU2024NI Component: 003 Application \*FC\***

Reason for submitting late: n/a

Circumstances: III

Submission Deadline: 9 May 2025

You will also receive email confirmation of the mitigating circumstances claim(s) you have made.

Your claim(s) will now be passed to the Mitigating Circumstances Panel for consideration. Mitigation outcomes are published on e-vision. We will notify you when your mitigating circumstances outcomes are available to view, normally within four weeks from receipt of your claim by the university.

[BACK TO MAIN MENU](#)

12. You will also receive an email confirming the request(s);



**LONDON  
METROPOLITAN  
UNIVERSITY**

Dear Atr\_TEST211 L68 Test

ID: 21022852

This email acknowledges your mitigating circumstances claim for the following assessment(s):

**Module: CU2024NI Component: 002 Workbook**

Reason for submitting late: n/a

Circumstances: II

Submission Deadline: 9 May 2025

**Module: CU2024NI Component: 003 Application \*FC\***

Reason for submitting late: n/a

Circumstances: III

Submission Deadline: 9 May 2025

Your claim(s) will now be passed to the Mitigating Circumstances Panel for consideration. Mitigation outcomes are published on e-vision. We will notify you when your mitigating circumstances outcomes are available to view, normally within four weeks from receipt of your claim by the university.

If you have any further queries regarding this process, please email [mitigation@londonmet.ac.uk](mailto:mitigation@londonmet.ac.uk)

Yours sincerely,

Academic Registry

[mitigation@londonmet.ac.uk](mailto:mitigation@londonmet.ac.uk)







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13. Once your claim has been considered you will receive an email notification of the outcome, and this will also be available for you to view on Evision;

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**Registered Modules**

- [View All Registered Modules](#)
- [View Module Results](#)
- [View Marks and Grades for Coursework and Exams](#)
- [View Details of Available Programmes](#)
- [View Outcomes of Mitigating Circumstances/Appeals](#)

**Registered Modules for Current Academic Year**

| Period | Module   | Title                                                | Credits |
|--------|----------|------------------------------------------------------|---------|
| SEM1   | CU1025NI | 3D Modelling and Animation Basics                    | 15.00   |
| SEM1   | CU2017NI | Character Animation and Realism                      | 15.00   |
| SEM2   | CU1002NI | Enhanced Web Development                             | 15.00   |
| SEM2   | CU2003NI | Autonomous Digital Solutions                         | 15.00   |
| SEM2   | CU2024NI | Compositing, After-FX and Post-production Techniques | 15.00   |
| SEM2   | CU2028NI | Interactive Multimedia Authoring                     | 15.00   |

**Mitigating Circumstances**

[Submit a Mitigating Circumstances Claim/Appeal or Upload Evidence](#)

14. If you go back into the task again (from step 1) you will be able to see which requests you have already submitted and their status. Claims that have been processed will no longer appear;

 [My Home Page](#) [My Modules](#) [My Progress](#) [Useful Links & Info](#) Logged In: Afr\_TEST211 L68 Test (Logout)

**Mitigating Circumstances Request**

**Student ID** 21022852

**Name** Mr Afr\_TEST211 L68 Test

**Programme** BSc (Hons) Airline, Airport and Aviation Management

You should use this form to make a Mitigating Circumstances claim for:

- Non-attendance at an exam, presentation, class test etc.
- Non-submission of coursework

Please note that you CANNOT submit a claim for impaired academic performance in an examination, presentation, class test etc. If a student attends an assessment, submits a piece of coursework etc., they are declaring that they are fit to take the assessment.

Please select the component you wish to submit a mitigating circumstances claim for:

**Assessment Records**

| Module Code | Module Title                                         | Component Code | Component Name                                  | Assessment Deadline |                 |
|-------------|------------------------------------------------------|----------------|-------------------------------------------------|---------------------|-----------------|
| CU2024NI    | Compositing, After-FX and Post-production Techniques | 001            | Creative and Technical Exercises                | 07/Mar/2025         | Claim Submitted |
| CU2024NI    | Compositing, After-FX and Post-production Techniques | 002            | Workbook                                        | 09/May/2025         | Claim Submitted |
| CU2024NI    | Compositing, After-FX and Post-production Techniques | 003            | Application *FC*                                | 09/May/2025         | Claim Submitted |
| CU2028NI    | Interactive Multimedia Authoring                     | 001            | Supporting design and development documentation | 09/May/2025         | SELECT          |
| CU2028NI    | Interactive Multimedia Authoring                     | 002            | Software application development *FC*           | 09/May/2025         | SELECT          |

**Reassessment Records**

| Module Code | Module Title                                         | Component Code | Component Name                                  | Reassessment Deadline |        |
|-------------|------------------------------------------------------|----------------|-------------------------------------------------|-----------------------|--------|
| CU2024NI    | Compositing, After-FX and Post-production Techniques | 002            | Workbook                                        |                       | SELECT |
| CU2024NI    | Compositing, After-FX and Post-production Techniques | 003            | Application *FC*                                |                       | SELECT |
| CU2028NI    | Interactive Multimedia Authoring                     | 001            | Supporting design and development documentation |                       | SELECT |
| CU2028NI    | Interactive Multimedia Authoring                     | 002            | Software application development *FC*           |                       | SELECT |

**EXIT**

15. If you are submitting evidence later, select No and click next;


[My Home Page](#)
[My Modules](#)
[My Progress](#)
[Useful Links & Info](#)

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Mitigating Circumstances Request - Document Upload

All claims for mitigating circumstances must be supported by appropriate, objective evidence. It is your responsibility to submit evidence along with this request. If you do not yet have your evidence ready to upload, you can submit your evidence later but it **MUST** be uploaded within two weeks of submitting your claim, otherwise your claim will be rejected. **Please note your application will not be processed until you do.**

Acceptable evidence is an original (not a photocopy) signed letter etc. from an appropriate third party (e.g. GP, hospital consultant, solicitor, police officer, University Counsellor) giving details of the circumstance, its duration and its impact. Letters from family members or fellow students are not normally acceptable. If the original document submitted as evidence is not in English, an independent (e.g. from a professional translation service, member of University staff, embassy etc.) translation must also be provided. All evidence should be relevant to the assessment period in question.

Will you submit evidence now?

Please note : You must upload your evidence within two weeks of submitting your claim, otherwise your claim will be rejected

NEXT

16. You are then given the option to make another request or continue. By selecting continue, you will receive the following notification;


[My Home Page](#)
[My Modules](#)
[My Progress](#)
[Useful Links & Info](#)

Logged In: Atr\_TEST211 L68 Test (Logout)

Mitigating Circumstances Request

Here is the list of component(s) for which you are making a mitigating circumstances request during this session:

**Module: CU2028NI Component: 001 Supporting design and development documentation**

Reason for submitting late: n/a

Circumstances: Ill

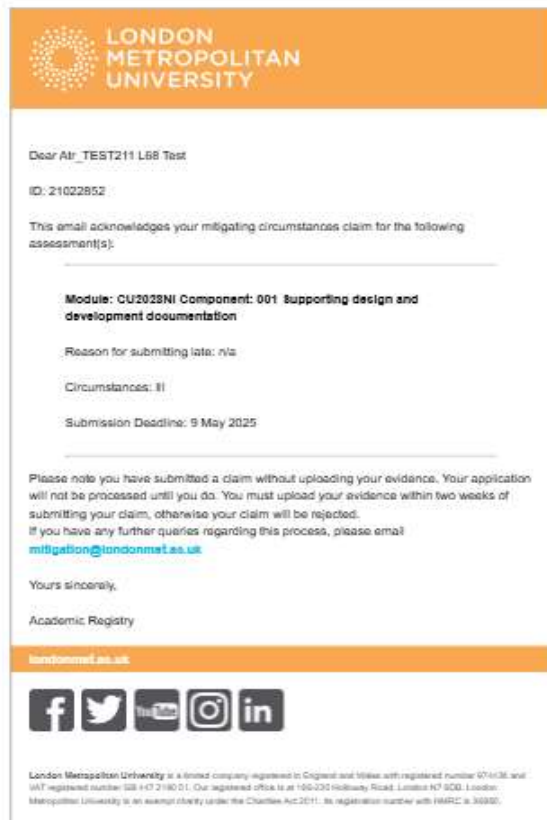
Submission Deadline: 9 May 2025

You will also receive email confirmation of the mitigating circumstances claim(s) you have made.

Please note you have submitted a claim without uploading your evidence. Your application will not be processed until you do. You must upload your evidence within two weeks of submitting your claim, otherwise your claim will be rejected.

BACK TO MAIN MENU

17. You will also receive an email advising that you have submitted a claim and that you now have two weeks to provide the evidence;



18. If you chose to submit your evidence later and now have it ready to submit, you will need to go back into the task (see points 1-4). When you arrive at the page listing your modules and status of claims, you will see 'Upload Evidence' next to the module(s) that you need to provide the evidence for;

Mitigating Circumstances Request

Student ID

21022852

Name

Mr Atr\_TEST211 L68 Test

Programme

BSc (Hons) Airline, Airport and Aviation Managemen

You should use this form to make a Mitigating Circumstances claim for:

- Non-attendance at an exam, presentation, class test etc.
- Non-submission of coursework

Please note that you CANNOT submit a claim for impaired academic performance in an examination, presentation, class test etc. If a student attends an assessment, submits a piece of coursework etc., they are declaring that they are fit to take the assessment.

Please select the component you wish to submit a mitigating circumstances claim for:

| Assessment Records |                                                      |                |                                                 |                     |                            |
|--------------------|------------------------------------------------------|----------------|-------------------------------------------------|---------------------|----------------------------|
| Module Code        | Module Title                                         | Component Code | Component Name                                  | Assessment Deadline |                            |
| CU2024NI           | Compositing, After-FX and Post-production Techniques | 001            | Creative and Technical Exercises                | 07/Mar/2025         | Claim Submitted            |
| CU2024NI           | Compositing, After-FX and Post-production Techniques | 002            | Workbook                                        | 09/May/2025         | Claim Submitted            |
| CU2024NI           | Compositing, After-FX and Post-production Techniques | 003            | Application *FC*                                | 09/May/2025         | Claim Submitted            |
| CU2028NI           | Interactive Multimedia Authoring                     | 001            | Supporting design and development documentation | 09/May/2025         | <div>UPLOAD EVIDENCE</div> |
| CU2028NI           | Interactive Multimedia Authoring                     | 002            | Software application development *FC*           | 09/May/2025         | <div>SELECT</div>          |

| Reassessment Records |                                                      |                |                                                 |                       |                   |
|----------------------|------------------------------------------------------|----------------|-------------------------------------------------|-----------------------|-------------------|
| Module Code          | Module Title                                         | Component Code | Component Name                                  | Reassessment Deadline |                   |
| CU2024NI             | Compositing, After-FX and Post-production Techniques | 002            | Workbook                                        |                       | <div>SELECT</div> |
| CU2024NI             | Compositing, After-FX and Post-production Techniques | 003            | Application *FC*                                |                       | <div>SELECT</div> |
| CU2028NI             | Interactive Multimedia Authoring                     | 001            | Supporting design and development documentation |                       | <div>SELECT</div> |
| CU2028NI             | Interactive Multimedia Authoring                     | 002            | Software application development *FC*           |                       | <div>SELECT</div> |

EXIT

19. Click on 'Upload Evidence' and it will give you the option to browse your computer for the evidence and then upload it. Once successfully uploaded, click next;

Mitigating Circumstances Request - Document Upload

All claims for mitigating circumstances must be supported by appropriate, objective evidence. It is your responsibility to submit evidence along with this request. Acceptable evidence is an original (not a photocopy) signed letter etc. from an appropriate third party (e.g. GP, hospital consultant, solicitor, police officer, University Counsellor) giving details of the circumstance, its duration and its impact. Letters from family members or fellow students are not normally acceptable. If the original document submitted as evidence is not in English, an independent (e.g. from a professional translation service, member of University staff, embassy etc.) translation must also be provided. All evidence should be relevant to the assessment period in question. SLP value is

Upload Your Supporting Documentation

Click "Browse" to locate the file then click "Upload"

BROWSE MY COMPUTER

UPLOAD

EXIT

NEXT

20. You will then see the following page and receive email confirmation also;



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[My Home Page](#) [My Modules](#) [My Progress](#) [Useful Links & Info](#)

Logged in: Atr\_TEST211 L68 Test (Logout)

**Mitigating Circumstances Request**

Here is the list of component(s) for which you are making a mitigating circumstances request during this session:

**Module: CU2028NI Component: 002 Software application development \*FC\***

Reason for submitting late: n/a

Circumstances: ill

Submission Deadline: 9 May 2025

You will also receive email confirmation of the mitigating circumstances claim(s) you have made.

Your claim(s) will now be passed to the Mitigating Circumstances Panel for consideration. Mitigation outcomes are published on e-vision. We will notify you when your mitigating circumstances outcomes are available to view, normally within four weeks from receipt of your claim by the university.

BACK TO MAIN MENU



LONDON  
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UNIVERSITY

Dear Atr\_TEST211 L68 Test

ID: 21022852

This email acknowledges your mitigating circumstances claim for the following assessment(s):

**Module: CU2028NI Component: 002 Software application development \*FC\***

Reason for submitting late: n/a

Circumstances: ill

Submission Deadline: 9 May 2025

Your claim(s) will now be passed to the Mitigating Circumstances Panel for consideration. Mitigation outcomes are published on e-vision (see [www.londonmet.ac.uk/evision](http://www.londonmet.ac.uk/evision)). We will notify you when your mitigating circumstances outcomes are available to view, normally within four weeks from receipt of your claim by the university.

If you have any further queries regarding this process, please email [mitigation@londonmet.ac.uk](mailto:mitigation@londonmet.ac.uk)

Yours sincerely,

Academic Registry

[londonmet.ac.uk](http://londonmet.ac.uk)



21. When you go back into the task, it will appear as 'claim submitted';

Logged In: Atr\_TEST211 L68 Test (Logout)

**Mitigating Circumstances Request**

|                   |                                                     |
|-------------------|-----------------------------------------------------|
| <b>Student ID</b> | 21022852                                            |
| <b>Name</b>       | Mr Atr_TEST211 L68 Test                             |
| <b>Programme</b>  | BSc (Hons) Airline, Airport and Aviation Management |

You should use this form to make a Mitigating Circumstances claim for:

- Non-attendance at an exam, presentation, class test etc.
- Non-submission of coursework

Please note that you CANNOT submit a claim for impaired academic performance in an examination, presentation, class test etc. If a student attends an assessment, submits a piece of coursework etc., they are declaring that they are fit to take the assessment.

Please select the component you wish to submit a mitigating circumstances claim for:

| Assessment Records |                                                      |                |                                                 |                     |                 |
|--------------------|------------------------------------------------------|----------------|-------------------------------------------------|---------------------|-----------------|
| Module Code        | Module Title                                         | Component Code | Component Name                                  | Assessment Deadline |                 |
| CU2024NI           | Compositing, After-FX and Post-production Techniques | 001            | Creative and Technical Exercises                | 07/Mar/2025         | Claim Submitted |
| CU2024NI           | Compositing, After-FX and Post-production Techniques | 002            | Workbook                                        | 09/May/2025         | Claim Submitted |
| CU2024NI           | Compositing, After-FX and Post-production Techniques | 003            | Application "FC"                                | 09/May/2025         | Claim Submitted |
| CU2028NI           | Interactive Multimedia Authoring                     | 001            | Supporting design and development documentation | 09/May/2025         | Claim Submitted |
| CU2028NI           | Interactive Multimedia Authoring                     | 002            | Software application development "FC"           | 09/May/2025         | Claim Submitted |

22. You will receive an email notification once your claim has been processed advising that your outcome is available to be viewed on Evision.(step 13)