

PMC FORM

To be completed when, due to personal mitigating circumstances, a student is unable to complete an assignment or an examination, or where a student considers that their performance in an assignment or examination may have been adversely affected by such circumstances. The completed form should be forwarded to the Examinations Office.

PMC applications must be made within seven days of the due date for assignment submission or the examination date.

Student No: _____ Course: _____

Student Name: _____ Level: _____

Subjects affected by PMC:	Module Code	Module Title
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Details of Concession Sought:

(Provide clear details of the particular concession being sought due to PMC)

I wish to apply _____

Note: A student may request deferral of assignments or examinations or both. Deferral of selected exams in a sitting will not be allowed. Consideration of PMC cannot lead to a change of marks already awarded.

For Registrar's Office Use

For all PMC applications received the following actions should be taken:

- A. A copy of the form should be sent to the student's Programme Leader.
- B. The claim should be entered on Prestige as a note in Miscellaneous and PMC for Examination Period under Custom Fields – Exam Information.
- C. The original form should be retained in the Examinations Office.

1. Copy of form sent to the following Programme Leader:

PL Name _____ Initials _____ Date ____ / ____ / ____

2. Application noted on Prestige:

Initials _____ Date ____ / ____ / ____

PMC Committee Decision/Comments:

Signature: _____

Date ____ / ____ / ____

(Chair of PMC Committee)