Details of material received, assessment claimed for and other notes/information should be confidentially retained for internal School recording purposes. This template is offered as a proposed means to collate and record submissions for onward reporting to the Assessment Board. Access or other electronic means for recording of SSSC consideration and decisions can be used provided the format covers the headings outlined.

**UNIVERSITY OF LEEDS**

**School of XXXXX**

**BA/BSc/MA/MSc XXXXX**

**School Special Circumstances Committee**

[Date], [Time]

**REPORT TO ASSESSMENT BOARD**

**Present:**

**In attendance:**

1. To consider the following cases for mitigation:

| **Student****(ID No)**[Identified by ID No] | **Decision** |
| --- | --- |
|  |  |

xxxx [Name]

xxxx [School]

\*\*@leeds.ac.uk

🕿 0113 343 xxxx