****

**Template - personal statement for an Examination Allowance**

Dear Exam Access and Mitigation Committee,

I am writing in support of my application for an Examination Allowance to [include the allowance requested (e.g. Allowed to Progress, Allowed the Examination etc.)].

I am a [include your student status and the degree you study towards], a member of [include the name of your College] College.

[Body:

Describe your circumstances

If possible, include dates in chronological order

Explain the impact your circumstances have had on your ability to study and/or your exam/s

Indicate what support you accessed, if any

If you have not sought support or sought support after the event, explain why]

Please find attached to my application supporting evidence from my [indicate who provided the evidence (e.g. GP or another medical professional, hospital admission, a death certificate, a letter from your College Tutor, DoS, College Nurse, etc.)].

Thank you for considering my application and I hope that the Committee will be satisfied that my mitigating circumstances are supportive of an Examination Allowance. I would be grateful if the committee would grant my request [include the allowance you requested]. I care deeply about my studies and I hope to be successful in completing my degree at Cambridge.

Yours sincerely,

[include your name]