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|  | **Certified Actuarial Analyst****Application for mitigating circumstances** |

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| *Please complete and return this form to:  CAA administration team, C/O The Institute and Faculty of Actuaries, 1st Floor, Park Central, 40/41 Park End Street, Oxford, OX1 1JD, UK. Tel: +44 (0)1865 268266 Email:* *enquiries@caa-global.org* |
| **This form is to be used if you would like mitigating circumstances to be taken into consideration when your exam script is marked. Please note the following:*** Mitigating circumstances applications must consist of an explanatory covering letter and supporting documentation such as a medical certificate or doctor’s note
* All mitigating circumstances applications must be submitted within two weeks of the examination date
* Candidates that have applied for access arrangements may not apply for mitigating circumstances for the same reason
 |
| **Personal details** |
| **Name (BLOCK CAPITALS)** |  | **ARN** |  |
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| **Exam details:** Please indicate the exams you wish mitigating circumstances to be considered for |
|  |
| **CAA Module** |
| **Module** |  | **Centre and exam date** |  |
|  |
| **Mitigating circumstances details - Reason for request** |
|  |
|  |
| **Supporting documentation** Please attach covering letter and supporting documentation |
| **Type of supporting documentation:** (e.g. medical report, doctor’s note) |  |
|  |
| **Signature** |  | **Date** |  |