

Royal Academy of Dramatic Art Academic Regulations 2020-21

Appendix 3b: Mitigating Circumstances Form

**Instructions:**

1. Complete the form

2.Attach relevant evidence

3.Have the form signed by your Course Director

4.Submit the signed form and evidence to the Course Officer.

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| **Name: Course/Year:**  |
| **Mitigation Category:** what are you requesting?  I wasunable to physically be present for assessment/s (specify which assessment/s and dates)    My assessment/s were significantly affected (specify which assessment/s and dates)     I amunable to meet submission deadline and requesting an extension (specify assignment and original submission date)   I would like an alternative assessment method to be considered.  Other reason: please specify.   |
| **Mitigating Circumstances:** Please outline the reasons for applying for the above mitigation:        |
| **Nature of Mitigating Circumstances:** Ongoing/Serious Minor  |
| **Evidence Attached:** Yes No  |
|  Approved             Rejected  Print & Sign (Course Director):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date:   |
| **Student Signature:** **Date**:    |

**TERMS AND CONDITIONS**

* Only **one form** should be submitted per set of mitigating circumstances
* All mitigation forms **must be accompanied by evidence** or they will be rejected (with the exception of some personal circumstances)
* All mitigation is dealt with on a case by case basis and the final approval decision is at the discretion of the relevant Course Director. Some reasons are deemed unacceptable and mitigation may be rejected (see below).
* Mitigation only becomes valid when it has been approved by the relevant Course Director, until then the original course or assessment requirements still apply.

The full mitigation guidelines are available to students on the intranet and in the Student Handbook. Please make a copy of this form for your records.

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| **ACCEPTABLE CIRCUMSTANCES**  Below are some examples of circumstances and evidence generally accepted when evidence is provided, however circumstances are considered on a case by case basis.  **Injury/Health:** Ongoing/Serious injury/illness/ Chronic conditions Exacerbation of previous injury/illness Hospital appointments/test/procedures Mental health problems Taken ill on day of assessment Infectious illness  **Personal Circumstances:** Bereavement involving a close relative/friend Serious illness of close family member Burglary or theft  Public transport delayed more than an hour (and reported to reception) Religious observation on assessment day Extreme weather conditions   | **UNACCEPTABLE CIRCUMSTANCES**  Below are some examples of circumstances and evidence generally not accepted, however circumstances will be considered on a case by case basis.  **Injury/Health:** Minor injuries/niggles if still participating Minor illness (eg cough/cold)  **Personal Circumstances:** Auditions/Interviews/Projects etc (authorised absence should be sought in advance) Minor accidents/illness of family member Alarm clock did not go off Child care problems  Domestic problems  Assessment nerves Financial problems Handing in problems Holidays House move Intermittent/last minute computing problem Private transport problems  Time management problems Public transport delay of less than one hour/failure to report to reception Minor bad weather conditions  **Acceptable circumstances with no evidence provided.**   |
| **ACCEPTABLE EVIDENCE** Letter from doctor / doctor’s sick note Letter from other medical practioner Letter from hospital Doctor’s/Hospital/physiotherapist appointment cards Copies of prescriptions/medication packaging with prescription attached Written statement from a member of teaching staff Crime Report  | **UNACCEPTABLE EVIDENCE** Scans/originals of over the counter medication boxes Note/explanation from student List of appointments with no evidence from practitioner  |

Form approved, September 2020