

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