

Royal Academy of Dramatic Art

Mitigating Circumstances Policy and Procedure

1 Mitigating Circumstances

Students are required to take their assessments at times prescribed by the Academy. However, there may be exceptional occasions when a student is unable to meet those requirements. Such circumstances may include bereavement, serious short term illness affecting the student or close members of his/her family, deterioration of a long term physical or mental health condition, or other serious unforeseen factors.

If special circumstances affect a student's attendance, ability to meet a submission deadline or to present for a practical assessment they can apply for these to be taken into consideration. Students should apply for mitigation in advance of assessments or after a significant and unforeseen period of absence (e.g. hospitalisation). Applications will only be accepted if supported by independent third-party evidence. Applications and evidence must be current and cannot be considered in retrospect.

If approval is given it might result in one of the following outcomes:

- an extension to the deadline for submitting a written assignment or project work;
- permission to defer an assessment to a date determined by the Programme Assessment Board;
- a concession made if student fails to meet the attendance requirements;
- to accommodate RADA's approach to making reasonable adjustments for disabled students (in relation to the Reasonable Adjustments Policy).

When the mitigating circumstances mean that a student is unable to meet a published deadline for the submission of assessed work or project, the application can be made at any time before the deadline, but the student must continue to work towards the original published deadline, and submit the work as soon as possible, until the outcome of the request is known. Under no circumstances should a student miss an assessment on the assumption that the mitigation claim has been approved.

If the mitigating circumstances mean that a student has been unable to complete an assessment point in the form of performance in a play, or other group dependent exercise, the application must be submitted as soon as possible. Depending on the outcome of the request, the student may then be offered a method of retrieval by the Chair of the relevant Programme Assessment Board. (Please refer to the retrieval/failure processes outlined above for the Courses above).

Only one mitigation form should be completed for each set of mitigating circumstances, even if this lasts more than for one assessment or assessment period.

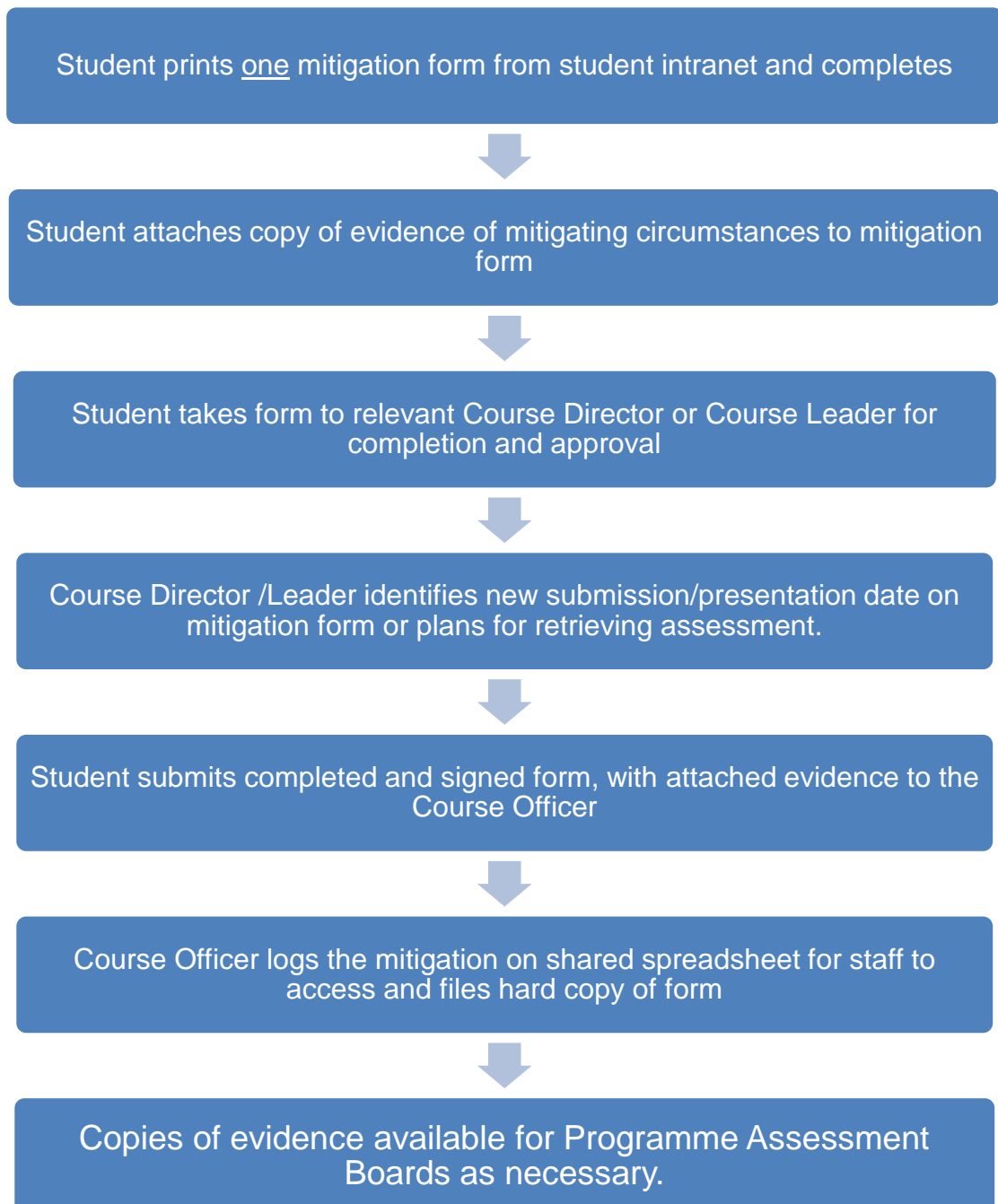
The attached form indicates examples of what RADA considers to be acceptable and unacceptable circumstances. Each application for mitigation is dealt with on a case by case basis and the final approval is at the discretion of the relevant Course Director. Where an application for mitigation is not accepted, the mark achieved shall stand, including where a student has failed.

RADA has a responsibility under the Equality Act 2010 to provide reasonable adjustments for eligible students. Students are expected to request adjustments in advance of any assessments and marks will not be compensated on the basis that a student has failed to make such a request, or raise

concerns with the adjustments in place in advance of the assessment. For more information on how to make a request for adjustments please contact, HE Courses and Programming Manager.

2 Applying for Mitigation

To apply for and approve mitigation the following procedure should be followed by students and staff:



3 Mitigating Practical Assessments

Students should submit mitigation for all any practical and performance assessments if they are unable to present for the assessment.

Mitigation for practical assessments should be signed and approved by the relevant Course Director/Leader.

4 Extensions for Written Assignments

An extension can be granted for a written assignment due to mitigating circumstances. The student should complete a mitigation form following the usual procedure, and the Course Director/Leader should identify a new submission date on the mitigation form.

The Student & Academic Services department record all granted extensions in the relevant assignment submissions log and circulate a link to marking staff.

5 Mitigation Records

The **HE Courses and Programming Manager** will keep a record of any cases of mitigating circumstances. This can be made available to relevant staff, subject to ensuring the confidentiality of sensitive information.

This document logs the following information:

- The dates mitigated
- The assessment mitigated (where applicable)
- Whether the mitigation form is accompanied by evidence
- The type of evidence provided (reserved)
- Whether the mitigation form has been signed and approved
- Which member of staff approved the mitigation
- The mitigating circumstances specified by the student (reserved)
- Notes (for example, actions to follow up / new assessment dates)

6 Responsibilities

Students
Download and complete mitigation form
Provide copies of evidence
Have form signed by relevant Course Directors/Leaders
Return completed and signed form to the Course Officer

Course Directors
Sign and approve mitigation forms
Don't approve mitigation unless acceptable evidence is provided (except in extreme personal circumstances, where appropriate)
Don't approve mitigation if the student has a minor injury/illness and is still presenting for assessment
Chase up any outstanding mitigation when identified necessary in the relevant Student Profile Meeting
Student and Academic Services Department

Advise students on mitigation procedure where necessary
Log all approved mitigation on the mitigation spreadsheet
Ensure mitigation spreadsheet remains locked for editing and confidential information hidden
File all hard copies of mitigation forms and evidence securely
Provide mitigation forms and evidence to the External Examiner and Programme Examination Boards as necessary.

Grounds for mitigation

<p>ACCEPTABLE CIRCUMSTANCES</p> <p>Below are some examples of circumstances and evidence generally accepted when evidence is provided, however circumstances are considered on a case by case basis.</p> <p>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</p> <p>Personal Circumstances: Bereavement involving a close relative/friend Serious illness of close family member Other serious family crisis Victim of crime Public transport delayed more than an hour (and reported to reception) Religious observation on assessment day Directly affected by: Extreme weather conditions Natural disaster Terrorist attack Jury service Maternity/paternity/adoption leave Housing problems (other than planned house move)</p>	<p>UNACCEPTABLE CIRCUMSTANCES</p> <p>Below are some examples of circumstances and evidence generally not accepted, however circumstances will be considered on a case by case basis.</p> <p>Injury/Health: Minor injuries/niggles if still participating Minor illness (eg cough/cold)</p> <p>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 IT/other technological problems Child care problems Domestic problems Assessment nerves, stress or panic attacks not diagnosed as illness Financial problems Handing in problems Holidays House move Intermittent/last minute computing problem Private transport problems Time management/personal organisation problems Public transport delay of less than one hour/failure to report to reception Minor bad weather conditions Any circumstance/event over which student has control or has pre-planned</p> <p>Acceptable circumstances with no evidence provided.</p>
<p>ACCEPTABLE EVIDENCE</p> <p>Letter from doctor / doctor's sick note Letter from other medical practitioner 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</p>	<p>UNACCEPTABLE EVIDENCE</p> <p>Scans/originals of over the counter medication boxes Note/explanation from student with no other supporting evidence List of appointments with no evidence from practitioner</p>

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.

Name: Course/Year:
Mitigation Category: what are you requesting? I was unable 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 am unable 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:

PLEASE SEE OVERLEAF FOR TERMS AND CONDITIONS

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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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<p>ACCEPTABLE EVIDENCE</p> <p>Letter from doctor / doctor's sick note Letter from other medical practitioner 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</p>	<p>UNACCEPTABLE EVIDENCE</p> <p>Scans/originals of over the counter medication boxes Note/explanation from student List of appointments with no evidence from practitioner</p>

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