

RADA

Royal Academy of Dramatic Art

Academic Appeals procedure

In this document, “you” and “your” means the student; “we”, “us” and “our” mean RADA. King’s College London may be referred to as King’s.

Introduction

1. This procedure relates to **academic appeals** that can be made by RADA students registered on taught programmes of study leading to a King’s College London (King’s) award who request a review of a decision of an assessment board or other committee/academic body charged with making a decision on student progression, assessment and awards.
2. We have an informal stage within RADA which may resolve the appeal ahead of the King’s process
3. King’s will only review an appeal once the Assessment board has taken place in RADA
 - a. All Undergraduate and PgD Theatre Costume Assessment Boards usually take place in July each year (Due to the Pandemic some progression boards for BA Acting will take place in January this is due to cease in 2024 and boards to return to the normal cycle)
 - b. MA Theatre Lab Assessment Boards usually take place in February each year
 - c. We may hold additional boards if a student has had to extend their training beyond the normal course year.

Profile Meetings

4. RADA Profile meetings are held to look at your assessments at set periods throughout the year. You will then be provided with feedback and/or your grade for that assessment period.
 - a. Theatre Production students, you automatically are given the grade as part of the feedback
 - b. MA Theatre Lab and BA Acting students, you can request your grade at this time.
5. If you are unhappy after this stage please initially follow the [informal internal process below](#) to have your assessment reviewed.

Assessment Boards

6. Terms of Reference for the RADA assessment Boards can be found within the Regulations.
7. RADA Assessment Boards are responsible for ensuring that the examination and assessment procedures for the award(s) for which it is responsible are carried out in accordance with the regulations governing the programme(s) and award(s) concerned and other relevant Academy regulations and in a fair and impartial manner. Assessment

boards make decisions on student progression, award, or withdrawal due to academic failure, based on consideration of assessment outcomes for each student.

8. After your results have been confirmed by an Assessment Board it will no longer be possible to follow the informal stage and all appeals must be made following the [King's College London Process](#).

Grounds for an Appeal

9. An appeal may only be made on the grounds that:
 - a. There is evidence that assessment(s) may have been adversely affected by mitigating circumstances which the student was unable, or for valid reasons unwilling, to make known before the original decision was reached;
 - b. There is clear evidence that assessment(s) may have been adversely affected by a significant administrative error on the part of the College or in the conduct of the assessment.
 - c. Students who are dissatisfied with the outcome of the Mitigating Circumstances process, may submit an academic appeal once their results have been ratified on either or both of the following grounds:
 - i. that there is new evidence that could not have been, or for good reason was not, made available at the time of the submission of the mitigating circumstances form and that sufficient evidence remains that their mitigating circumstances warrant further consideration;
 - ii. that evidence can be produced of significant procedural error on the part of the College in the consideration of the mitigating circumstances, and that sufficient evidence remains that the original mitigating circumstances warrant further consideration.
10. Appeals which are based upon a challenge to the academic judgment of the examiners will **not be** considered.

Academic Appeal Procedure

Informal resolution within RADA

11. Informal stage should ideally take place by the end of the term that you have received your assessment but no later than the RADA assessment board.
12. You meet your Course Leader to discuss why you think there has been an error relating to a grade, feedback or the outcome of an assessment process.
13. The Course Leader may arrange for you to speak with the tutor concerned (who gave you your mark), or they themselves will speak directly with the tutor.
14. Once further discussion has taken place the Course Leader, in their capacity as final moderator, will determine whether a mark or piece of feedback should still stand.
15. If the informal appeal results in a change to the feedback and/or mark, you will be provided with a copy of the updated version and the amended mark will be presented to the Assessment Board.

16. If you remain dissatisfied with the outcome of this process, you may make an appeal using the procedure described below.
<https://www.kcl.ac.uk/aboutkings/orgstructure/ps/acservices/conduct/academic-appeals>

King's College London Academic Appeals Process

17. Full details can be found on the [King's website](#) and in this [document link](#)

Stage One Summary: see King's [Website](#) for full details

18. Stage One Appeals must be submitted on the [King's Stage 1 Academic Appeals form within](#) 15 working days of the formal communication of the decision you are appealing, including publication of results of the relevant module(s) etc. The completed form should be sent to appeals@kcl.ac.uk
19. The Faculty Assessment Board may review a decision on one or both of the following ground:
- a. Where there is evidence that the assessment/s may have been adversely affected by mitigating circumstances which you were unable, or for valid reasons unwilling, to make known before the original decision was reached.
 - b. Where there is clear evidence that the assessment/s may have been adversely affected by a significant administrative error on the part of the college or in the conduct of the assessment
20. Faculty Assessment Board will determine whether the criteria for an appeal has been met and will decide whether to modify or confirm the original decision.
21. The FAB will normally meet and communicate their decision within 30 working days.

Stage Two Summary: see King's [Website](#) for full details

22. If you are unhappy with the stage one outcome then you must submit a stage two appeal on the [King's Stage Two form](#) within 10 working days of the date of your stage one outcome letter.
23. Grounds for appeal:
- a. That there is new evidence that could not have been, or for good reason was not, made available at the time of the stage one submission and that the sufficient evidence remains that the appeal warrants further consideration
 - b. That evidence can be produced of significant procedural error on the part of the college in considering the appeal, and that sufficient evidence remains that the appeal warrants further consideration.
 - c. Giving due consideration to the evidence previously provided, the decision of the Faculty Assessment board was unreasonable.
24. If King's finds that the grounds have been met for an appeal they will convene an appeal committee the decision will normally be communicated within 30 working days of receipt of the stage two appeal.
25. When all internal procedures are complete, you may request an independent review of your case by the Office of the Independent Adjudicator for Higher Education, if you remain dissatisfied with the final outcome of the King's process.

Original Policy created	New for RADA 2021
Policy Updated	June 2022
Document Approved by	Academic Board
Date Approved	25.7.2022 (Chairs Action)
Version	1.4
Review Date	Annually - need to check with KCL policy changes May 20223
Owner	Deputy Registrar (Academic Services)