

Royal Academy of Dramatic Art

Mitigating Circumstances Policy and Procedure

In this document, “you” and “your” means the student; “we”, “us” and “our” mean RADA.

1. We understand that during the course of your studies, you may have to cope with unexpected illness or misfortunes which are part of the normal course of life events. Hopefully, such occurrences will have little or no impact on your academic performance. However, we recognise that there may be serious circumstances of a medical or personal nature which are outside of your control and which may affect your ability to complete an assignment or may adversely affect the results you are able to achieve. Where this happens mitigation may be applied – that is to say treating marks or results in a way that recognises the adverse impact that may have resulted from such circumstances or events, or waiving penalties that might arise from late submission of work..

1.1. “Unexpected” means that you didn't or couldn't have known the circumstances were going to happen.

1.2. “Outside of your control” means that you couldn't have made a different choice that would have not resulted in these circumstances.

2. Examples of possible mitigating circumstances include:

- Bereavement
- Serious short term illness
- Deterioration of a long term health condition
- Mental health condition
- Being in an accident

3. There is no need for you to fill in a mitigating circumstances form if you already have a learning agreement for the health condition, unless there have been significant changes to the condition.

4. You can find further information on acceptable and unacceptable circumstances [here](#)

5. If these circumstances affect your attendance, ability to meet a submission deadline or to present for a practical assessment you can apply for these to be taken into consideration.

6. You should apply for mitigation in advance of assessments or after a significant and unforeseen period of absence (e.g. hospitalisation). Applications will usually require independent third-party evidence. Applications and evidence must be current and cannot be considered in retrospect. We are aware that in exceptional cases it may be impossible for you to provide independent evidence and in such instances your mitigating circumstances claim will still be considered with the information that you provide. You can find further examples of evidence [here](#)

Mitigating Practical Assessments

7. Students should submit a request for mitigation for all or any practical and performance assessments if they are unable to present for the assessment.
8. Mitigation for practical assessments should be signed and approved by the relevant Course Director/Leader.

Extensions for Written Assignments

9. 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.
10. The Student & Academic Services department record all granted extensions in the relevant assignment submissions log and circulate a link to marking staff.

Submitting Mitigating Circumstances

11. The Mitigating Circumstances Form (MCF). form will only be eligible for consideration if it satisfies one of the following

- 11.1. MCF submitted ahead of the assessment period/date
- 11.2. MCF submitted (normally) no later than 7 calendar days after the affected assessment date
- 11.3. MCF is submitted later than the 7 calendar days but you have been able to provide good reason and supporting evidence why you have been unable to submit earlier.

12. All students will be treated equally and fairly in the consideration of their mitigating circumstances regardless of their programme of study.
13. Mitigating circumstances requests will not be accepted after the publication of results. Publication of your final results take place after the final assessment board has taken place.
14. 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.

Consideration

15. You must submit your completed form to your course lead in the first instance, they will review and make recommendation as to what the outcome should be. We may arrange a review meeting of the programme assessment board.

Outcomes

16. 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 course lead and/or Programme Assessment Board.
 - a concession made if student fails to meet the attendance requirements, including non-completion of part of the module
 - to accommodate RADA's approach to making reasonable adjustments for disabled students (in relation to the Reasonable Adjustments Policy).
17. Where an application for mitigation is not accepted, the mark achieved shall stand, including where a student has failed.

18. 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, Disability Co-ordinator.

Appeals

19. If you are unhappy with the outcome of a decision, then you will be required to following the academic appeals process

Mitigation Records

20. Your Course Co-Ordinator will keep a record of any cases of any mitigating circumstances in your student file. This can be made available to relevant staff, subject to ensuring the confidentiality of sensitive information.

21. Overview Assessment sheet will note any assessments that have had mitigation against them.

Repeat Mitigation Requests

22. If you repeatedly apply for mitigating circumstances, then you will be referred to the Support for Study policy especially if it is for the same reason.

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 Co-Ordinator

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
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.

Examples of Circumstances

ACCEPTABLE CIRCUMSTANCES	UNACCEPTABLE CIRCUMSTANCES
	Below are some examples of circumstances and evidence generally not accepted, however

<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>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>

Examples of Evidence

<p>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</p>	<p>UNACCEPTABLE EVIDENCE 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>
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