



**2024-25**

Central Film School

## **Mitigating Circumstances Policy**

### **1. Introduction**

- 1.1. While some degree of stress may be expected when working to academic deadlines, the following process may be invoked where personal circumstances mean students are unable to participate in assessments.
- 1.2. Valid mitigating circumstances can be used to gain further time for assessments and, if appropriate, the removal of a capped mark. Alternative assessments may be offered where the assessment is required to take place in person.

### **2. Mitigating Circumstances**

- 2.1. A claim of Mitigating Circumstances may be considered in mitigation of:
  - inability to submit work by the assessment submission deadline;
  - inability to attend assessments or examinations.
- 2.2. Mitigating circumstances are circumstances which:
  - are exceptional;
  - are outside the student's control;
  - can be corroborated by independent evidence;

- are likely to have a negative impact on the student's ability to undertake or complete assessments.
- are short term, lasting no more than 4 weeks.

2.3. Examples Include:

- illness at the time of the date for the submission of work or the examination;
- Bereavement;
- an acute episode of a chronic condition which has an impact on the student not mitigated by any reasonable adjustments (such as adjusted deadlines) already in place;
- unusually severe mental or emotional stress at or immediately before the date for submission of work or the time of the examination.

2.4. Examples of the kind of circumstances that will not be deemed valid are:

- a short term problem such as a cold which has occurred during the course of a term since students are expected to plan their work schedule sufficiently well so that minor illnesses or problems do not affect their ability to meet submission deadlines;
- where reasonable adjustments have already been made;
- complaints against staff or in relation to course delivery, which are managed through the University's complaints procedure;
- personal disruptions or events which could have been anticipated; such as holidays, weddings, changing address or employment, religious holidays or festivals which are usually known in advance.

2.5. **These examples are not definitive and are intended only as a guide. In all cases, the Academic Team and Senior Registry & Quality Manager has the authority to use discretion, taking into account the full circumstances of a particular case.**

### 3. Procedure

- 3.1. It is the responsibility of the student to invoke this process where they believe they may have mitigating circumstances which have affected their ability to meet an assessment deadline.
- 3.2. Applications for consideration of mitigating circumstances should normally be accompanied by independent corroborating evidence, for example, a doctor's certificate. Students who choose not to reveal any medical or other problem will not

normally be able to use this information as the grounds for any subsequent appeal; where this information has not been made available, the review of a decision will only be undertaken under the most exceptional circumstances as a result of a successful appeal.

- 3.3. Students who wish mitigating circumstances to be considered should complete an mitigating circumstances form (available on the School's VLE) and submit this to [studentservices@centralfilmschool.com](mailto:studentservices@centralfilmschool.com). It is the student's responsibility to ensure all information is complete and accurate.
- 3.4. Applications for mitigating circumstances should be submitted no later than 3 working days prior to the relevant assessment deadline. Applications submitted later than this deadline may not be processed in time for the relevant submission date. All applications should include supporting evidence in accordance with the above guidance. Claims submitted after this timeframe will not normally be considered. Claims made more than four weeks in advance of a submission deadline will not normally be considered.
- 3.5. Where a student is unable to meet this timeframe, they should provide compelling evidence for this within the Mitigating Circumstances Claim form under the 'Late Mitigation' section.
- 3.6. Claims will be reviewed by the Student Services Team, Senior Registry & Quality Manager, and the Academic Team. Once an outcome has been decided, this will be communicated to the student via their CFS email account.
- 3.7. Where a new assessment submission deadline has been set, due to approved Mitigating Circumstances, this will be 10 working days from the original deadline, further extensions beyond this period must be applied for and will only be granted in exceptional circumstances.
- 3.8. Where an extension to a deadline has been granted, submissions made after this deadline will be subject to late penalties. In cases where no submission has been made, or the submission is more than one week late, a mark of zero will be applied.
- 3.9. Where an extension due to an approved mitigating circumstances claim has been granted you may not make a further claim based on the same circumstances.

- 3.10. Mitigation may not be applied more than once to the same assessment element, unless there are new mitigating circumstances presented by the student

#### 4. Appeals

- 4.1. Any student wishing to appeal a decision made on the basis of this policy should follow the University's academic appeal procedure.
- 4.2. Students who have not submitted a claim of mitigating circumstances under these regulations will not normally be able to use mitigating circumstances as the basis for a later appeal against the decision of an assessment board.

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