

## Royal Academy of Dance Faculty of Education

### Extenuating Circumstances Policy

#### Introduction

During their studies students may experience circumstances that temporarily make it impossible for them to submit their assessments, or attend examinations.

#### Definition of Extenuating Circumstances

An extenuating circumstance is an unforeseen or unforeseeable event or events that substantially affect an individual student's ability to complete the assessment tasks set.

#### Who should submit the application for Extenuating Circumstances

Requests for the consideration of extenuating circumstances are usually made by the student affected.

Exceptionally, and only where a student is unable to submit a request for the consideration of extenuating circumstances, the Royal Academy of Dance will consider an application made by a third party on behalf of the student. For such an application to be accepted the Royal Academy of Dance requires that the application states: why the student was unable to make the application themselves; the name and contact details of the third party; their connection to the student; and that the application is supported by evidence.

#### When and how the application for Extenuating Circumstances should be submitted

Students should submit their application for Extenuating Circumstances prior to the assessment deadline or examination. Requests should be made on the RAD form *Application for the Consideration of Extenuating Circumstance* and submitted to the Programme Manager.

Where formal requests for the consideration of extenuating circumstances are made after an assessment deadline or examination this should be as soon as possible and at least five working days before the Student Progress and Assessment Board or Board of Examiners that will consider the relevant marks. Where a formal request is made during the five working days prior to the relevant Board, it will be at the discretion of the Director of Education or designate whether the application will be accepted.

The student is also required to show why it was not possible for them to notify the Royal Academy of Dance of their circumstances before the deadline or at the time of the examination or assessment. Subject to the student being able to provide the required supporting evidence, the following may be considered valid reasons for not having provided evidence of illness at the time:

- that the student was awaiting a diagnosis or its confirmation;
- that the nature of the illness affected the student's capacity to be aware of their condition and report it;
- that the student did not have access at the time to their medical (including psychiatric) practitioner or registered counsellor, their minister of religion, or solicitor, to provide support and the required independent evidence.

### Confidentiality

All extenuating circumstances will be dealt with in confidence. Only members of RAD staff who need to view the information submitted will be allowed to do so.

### Extenuating Circumstances and Evidence Required

Where a student faces extenuating circumstances they are required to provide supporting evidence. This is to be set out in writing, normally in English, and be signed by the person providing it. Where written evidence cannot be provided in English, the student should follow the Verification of English Translation Policy.

The nature of extenuating circumstances normally considered and the evidence that the Royal Academy of Dance requires includes:

Extenuating Circumstances	Evidence Required
<b>Bereavement</b> through the death of a close relative or significant other that in employment would lead a reasonable employer to grant compassionate leave.	A death certificate or a signed and dated letter from a minister of religion, medical practitioner, police officer, solicitor, magistrate or other officer of the law or a person with equivalent professional standing.

<p><b>Serious short-term illness,</b> or, <b>a long-term (chronic) health problem</b> suddenly worsening.</p>	<p>Students can self-certify for up to 7 calendar days. Students must complete an Application for the Consideration of Extenuating Circumstances, giving as much detail as possible alongside a statement that they are self-certifying.</p> <p>After 7 calendar days: Students must provide a signed and dated letter from a medical practitioner that states the dates when the illness affected the student and how, without breaching confidence, the circumstances affected or are likely to affect the student's ability to prepare for an assessment, submit or attend for an assessment, and the student's ability to recognise and deal with their circumstances.</p> <p>For a student awaiting a diagnosis of an illness or condition, a signed and dated letter from a medical practitioner that states the dates when the student attended for treatment, when tests were undertaken, and when a diagnosis is expected.</p>
<p><b>An accident or injury.</b></p>	<p>A copy of an accident report provided by a police officer, Magistrate, or Magistrate's Clerk; or a signed and dated letter from a medical practitioner. In all cases where a letter is provided it must state the dates when the accident or injury affected the student; the position and qualification(s) of the person providing the letter; and their contact details.</p>

<p>For part-time and distance-learning students in full-time or part-time employment, a <b>significant change in their workload due to circumstances beyond their control</b>, or being required by their employer to work through periods normally available for study and/or assessment.</p>	<p>A signed and dated letter from their employer, stating that the student has been required by them to undertake work in the interests of the employer and that this was in time that had previously been agreed would be available for the student to study, prepare for assessment, or take an assessment.</p> <p>Where self-employed, evidence from their client stating that they have required the student to undertake unforeseen work that was necessary in the interests of the client's business, together with the dates and times when the student had been required to attend the client or undertake the previously unforeseen work.</p>
<p><b>Significant adverse personal or family circumstances.</b></p>	<p>A signed and dated letter from one or more of the following: a medical practitioner; a social worker (stating their position with respect to the student); a registered psychological therapist; a registered professional in psychiatric practice; an officer of the law; a tutor outside the Royal Academy of Dance; a minister of religion. The letter they provide must give their position and qualification(s) and their contact details and must provide information on the time when the circumstances occurred and whether they are continuing.</p>
<p><b>Jury Service</b>, if the student is unable to defer the service to a later date.</p>	<p>A letter confirming the Jury Service.</p>
<p>Other <b>exceptional circumstances*</b> that will affect the student's ability to submit an assessment on time or to attend an assessment, or have affected them.</p>	<p>Please contact the <a href="mailto:registry@rad.org.uk">registry@rad.org.uk</a> for further information of evidence required in exceptional circumstances.</p>

\*Examples of 'other exceptional circumstances' might include:

- natural phenomena such as earthquakes, pandemics, ash clouds or severe weather;

- civil unrest that might make it impossible for a student to travel to the RAD or submit work electronically;
- a requirement that the student performs military service that they are unable to defer until after their programme finishes.

Not recognised as sufficient evidence of grounds for recognising Extenuating Circumstances:

- a claimed medical condition or medical circumstances where there is no medical evidence to support it (after 7 calendar days self-certification);
- claimed medical circumstances for which appropriate adjustments have already been made by the Royal Academy of Dance;
- a claim for recognition of a medical condition that relies on evidence that does not relate to the time when the illness or condition occurred;
- circumstances stated to be unforeseen that a reasonable person would view as foreseeable or preventable;
- a long-term health condition, previously notified to the Royal Academy of Dance, for which the student is receiving treatment and is receiving reasonable and appropriate adjustments to their learning opportunities and assessment arrangements, and which has not been subject to change;
- a minor illness that would not normally lead a responsible and reasonable employed person to take sick leave;
- holidays, including attendance at marriages, festivals and like events;
- financial matters;
- problems with network facilities, personal computers, or printers, other than those provided and maintained by the Royal Academy of Dance expressly to support the student;
- poor working practices such as:
  - failure to back up electronic documents regularly and securely;
  - failure on the part of the student to acquaint themselves with the times, dates, and places where assessments were to be submitted or examinations sat;
  - poor time management.

- failure on the part of the student to acquaint themselves with the RAD's assessment procedures including its procedures for reporting illness or unforeseen circumstances affecting their studies or assessments and its support arrangements.

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Signed on behalf of the Education Sub-committee of the Board of Trustees of the Royal Academy of Dance by the Chair	
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