

LAINE

THEATRE ARTS

Policies

Extenuating Circumstances Policy

EXTENUATING CIRCUMSTANCES

POLICY

The following policy applies to the *Level 6 Diploma in Professional Musical Theatre* and the one-year *Foundation Diploma in Dance and Musical Theatre*.

Laine Theatre Arts' Extenuating Circumstances policy recognises serious and significant short-term issues that might come up during your time at college and affect your ability to complete your assessments.

Applications for Extenuating Circumstances on the Diploma and Foundation Courses should be made to the Deputy Director of Studies.

CRITERIA FOR JUDGING THE VALIDITY OF EXTENUATING CIRCUMSTANCES

The College distinguishes between two kinds of extenuating circumstances that might impair your demonstration of your ability in an assessment.

The first kind of circumstance is an acute event that typically prevents you being in a particular place at a particular time, e.g. to attend an assessment or to submit on the due date coursework you have already completed. This would include something that briefly impaired your performance, e.g. the onset of a migraine.

The second kind of circumstance is a chronic circumstance that typically prevents you from completing an assessment over a period of time. This is most likely to affect an assessment in which you decide exactly how much time you will devote to its completion and exactly when that will be, although the deadline date for completion will normally be fixed. It would include, for example, an illness that prevented you from devoting any time to rehearsal.

Where you feel that your extenuating circumstances have prevented you from rehearsing or completing a piece of written work you should not take the assessment or submit the coursework on time. If you do so you are stating that you are well enough to be assessed in accordance with your performance on the day or the quality of your submission. You will not be able to submit an extenuating circumstances form afterwards.

Both these types of circumstance relate to assessment. If your circumstances have impaired your learning so you are unable to demonstrate your capabilities, then you should request a suspension of your training and resume when you are able to do so.

Examples of evidence are itemised towards the end of the document.

The following fall under the category of Extenuating Circumstances

1. ACUTE ILLNESS OR INJURY (LESS THAN FIVE WORKING DAYS)

An acute illness likely to have incapacitated you on the date the assessment was due to be undertaken or submitted OR

An acute incident or exacerbation of a long term or chronic condition which was likely to have incapacitated you to a greater extent than you are normally accustomed on the date the assessment was due to be undertaken or submitted OR

A personal injury to you likely to have incapacitated you on the date the assessment was due to be undertaken or submitted.

2. EXTENDED ILLNESS OR INJURY (MORE THAN 5 WORKING DAYS)

Illness likely to have incapacitated you during the period you might reasonably have been expected to give time to the production of the assessment OR

A brief incident or exacerbation of a long term or chronic condition which was likely to have incapacitated you to a greater extent than you are normally accustomed during the period you might reasonably have been expected to give time to the assessment OR

A personal injury to you likely to have incapacitated you during the period you might reasonably have been expected to give time to the production of the assessment.

3. ILLNESS OF ANOTHER PERSON

Acute illness, injury, or incident or exacerbation of a long term or chronic condition, affecting a person or persons which required your close and frequent attention on the date the assessment was due to be undertaken or submitted, and where no other person might reasonably be expected to have supplied that attention OR

Acute illness, injury, or incident or exacerbation of a long term or chronic condition, affecting a person or persons who require your close and frequent attention and where no other person might reasonably be expected to have supplied that attention, during the period you might reasonably have been expected to give time to the production of the assessment.

4. BEREAVEMENT

Death of member of family, partner, or close friend on or close to the date the assessment was due to be undertaken or submitted or during the period you might reasonably have been expected to give time to the production of the assessment.

5. DOMESTIC AND/OR PERSONAL PROBLEMS

Significant problems in your domestic or personal circumstances of a nature likely to have prevented your attendance on the date the assessment artefact was due to be undertaken or submitted, or to have affected your performance during the

period you might reasonably have been expected to give time to the production of the assessment.

6. COURT ATTENDANCE

Jury Service, or attendance at Court or a Tribunal as a witness, defendant or plaintiff, on the date the assessment artefact was due to be undertaken or submitted, or during the period you might reasonably have been expected to give time to the production of the assessment.

7. REPRESENTING COUNTY OR COUNTRY AT SPORT

You are selected to represent your country or county at sporting event which required absence from the College on the date the assessment was due to be undertaken or submitted, or for at least five consecutive working days during the period you might reasonably have been expected to give time to the production of the assessment artefact.

8. RELIGIOUS OBSERVANCE

Observance of your religion as a result of which you are unable to attend the College at the date and time the assessment was due to be undertaken or submitted, and no alternative and reasonable arrangements had been agreed by the College.

9. ACTIVE EXERCISE OF CITIZENSHIP

An unanticipated and/or non-negotiable commitment to duties associated with an elected office, membership of a voluntary organisation, or service with Reserve Forces, as a result of which, either you were unable to attend on the date the assessment artefact was due to be undertaken or submitted, or you were unable to give time to the production of the assessment during the relevant period.

10. HOLIDAYS

A holiday that had been booked before the initial offer of a place on the course was accepted and which caused you to be absent from the College on the date

the assessment was due to be undertaken or submitted, or for at least five consecutive working days during the period you might reasonably have been expected to give time to the production of the assessment.

11. TRANSPORT DIFFICULTIES

Difficulties with public or personal transport which prevented attendance on the date the assessment artefact was due to be undertaken or submitted, that could not reasonably have been anticipated, and such that sufficient time was not available to allow for alternative arrangements reasonably to be made.

12. CRIMINAL ACTIVITY

You were the victim of a crime that has been reported to the appropriate authority for investigation and that crime was likely either to have prevented your attendance on the date the assessment was due to be undertaken, or to have prevented you from submitting the assessment on the due date, or to have affected your performance during the period you might reasonably have been expected to give time to the production of the assessment.

13. UNPLANNED ABSENCE ARISING FROM MATERNITY, PATERNITY OR ADOPTION LEAVE

14. COMPUTING DIFFICULTIES

Normally there are no valid extenuating circumstances under this category. Should the College computer network or specialist software that is only available through the College become unavailable for a substantial period of time, guidance will be given to all affected students as to what measures will be put in place.

15. FINANCIAL DIFFICULTIES

No extenuating circumstance that might fall under this category can be accepted as valid.

16. OTHER

Exceptional extenuating circumstances that do not fall under any of the criteria defined above.

EVIDENCE REQUIRED OF ABOVE EXTENUATING CIRCUMSTANCES

Circumstances 1 – 3

- Medical Certificate signed while the illness or incident was affecting you, or other medical evidence such as copies of prescriptions, certificates of attendance at surgery or hospital or a doctor's opinion.
- Medical certificate signed while the illness or incident was affecting the other person, or other medical evidence, together with a statement by you about the nature of the relationship, explaining why your personal attention was necessary and why no other person could reasonably be expected to have provided attention.
- Scanned copy of doctor's note on headed paper or rubber stamped by the treating professional to confirm the injury or illness
- Screenshots or photographs of Doctor's appointments or hospital wrist bands.

Circumstance 4

- Death certificate

Circumstance 5

- Corroboration from a person with whom you have a professional, not personal, relationship. This may include a member of staff.

Circumstance 6

- Corroboration from a member of your family.

Circumstance 7

- Letter from the sporting authority concerned.

Circumstance 8

- Confirmation from an officiating member of your religious authority that the observance is a reasonable one.

Circumstance 9

- Corroboration of the reported crime from the police or other recognised investigating authority.

Circumstance 10

- Appropriate documentary evidence that corroborates both the timing of the booking of the holiday and its duration.

Circumstance 11

- Corroborating evidence of transport difficulties for which you were not responsible, and which were beyond your control.

Circumstance 12

- Corroborating evidence from an official source.

Circumstance 13

- Statement from you explaining the nature of the difficulty and why it could not have been reasonably anticipated and why alternative arrangements could not have been made.

Circumstances 14, 15 and 16.

See above under Circumstances.

DOCUMENT CONTROL

Version:	1
Approved by:	Academic Board
Review Interval:	3 Years
Last Review Date:	November 2023
Next Review Date:	October 2026