

# Central Film School

2025-26

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 challenges or personal circumstances mean a student's ability to participate in assessments is impaired by a situation outside of their control.
- 1.2. Valid mitigating circumstances can be used to gain further time for assessments, a removal of a capped mark (if the submission was late), or a deferral of the assessment to a later date.

### 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.
- An impairment of performance during an assessment or examination.

- 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 (this list is not exhaustive):

- illness at the time of the date for the submission of work or the examination.
- Bereavement or serious illness of a close relative.
- 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.
- Serious personal injury, such as a broken limb, a medical condition requiring hospital attention, a newly diagnosed medical condition, or an atypical escalation of an existing medical condition.
- Being a victim of a serious crime prior to the assessment period.

2.4. Examples of the kind of circumstances that will not be deemed valid are (this list is not exhaustive):

- 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 School'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.
- Work pressure.
- Financial problems.
- Transport difficulties.
- Confusion over time, date, location of an exam or assignment hand-in.
- Any claim not supported by evidence.

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 have 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 to have mitigating circumstances considered must complete a mitigating circumstances form (available on the School's VLE) and submit this to [qar@centralfilmschool.com](mailto:qar@centralfilmschool.com). It is the student's responsibility to ensure all information is complete and accurate.
- 3.4. Students can seek advice on completing the form by emailing [qar@centralfilmschool.com](mailto:qar@centralfilmschool.com)
- 3.5. 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 10 working days in advance of a submission deadline will not normally be considered.

- 3.6. 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.
- 3.7. Students cannot make a claim of mitigating circumstances for an assessment that has already been submitted (unless this is to remove the cap of a late submission).
- 3.8. Claims will be reviewed by the Senior Registry & Quality Manager (or their nominee).. Once an outcome has been decided, this will be communicated to the student via their CFS email account.
- 3.9. After your claim has been reviewed, you will receive an email to your CFS email account detailing if your claim was successful or unsuccessful. If your claim was successful, you will be provided with further details (such as your new assessment deadline). If your claim was unsuccessful, you should complete the original assessment element in accordance with the original assessment deadline.
- 3.10. During this review, CFS staff may request additional information or evidence from you in support of your claim.
- 3.11. Where a new assessment submission deadline has been set, due to approved Mitigating Circumstances, this will normally 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.
- 3.12. Where an extension to a deadline has been granted, submissions must be submitted by the deadline provided. Late submissions will not be accepted.
- 3.13. 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.
- 3.14. 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 School'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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Ratified for the 2025/26 academic year	AB	27/08/2025	
Policy reviewed before December Academic Board. <ul style="list-style-type: none"> <li>Clarity added to 1.2. regarding the removal of capped marks</li> <li>Further examples of what are and aren't mitigating circumstances added (2.3 and 2.4)</li> <li>Point 3.7 added regarding claims for already submitted work</li> <li>Further details of the review process added for transparency (3). Claims can now be reviewed by the Senior Registry &amp; Quality Manager or their nominee (3.8)</li> <li>References to the Student Services Team changed to the Quality &amp; Registry Team</li> </ul>	QARC	04/11/2025	
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