

Extenuating Circumstances Procedure

The National Film and Television School (the School) defines extenuating circumstances as serious conditions that significantly disrupt a student's ability to complete an assessed piece of work or project, or prevent a student from undertaking an assessed piece of work or project altogether. These circumstances should be unforeseen and unpreventable, and will include, but not be limited to:

- Personal illness, which is documented by medical evidence
- Bereavement of a close family member, partner or friend
- Evidenced disruption to a student

In all circumstances, independent documentary evidence in original form shall normally be required. Photocopies or faxed copies of evidence will not be accepted. Evidence must be presented in English, with any translations provided using an authorised translator.

An extenuating circumstances request must be supplied in writing by hard copy, together with any written evidence, to the Registrar's Office (Upper Admin 09). The Registrar and the Quality Assurance Manager will then consider whether the student has valid grounds. The student will be informed of the decision within five working days of the consideration.

Claims will only be granted if submitted in advance of the affected assessment deadline or date of attendance.

Retrospective approval of extenuating circumstances shall only be accepted by the School where a student is incapable of contacting the School before the assessment deadline or date. In these circumstances, the student is required to inform the School no later than ten working days of the assessment. The student will be required to provide evidence of their inability to lodge a claim in advance of the assessment date.