



BIMM  
INSTITUTE



INSTITUTE FOR  
CONTEMPORARY  
THEATRE



PERFORMERS  
COLLEGE



SCREEN AND  
FILM SCHOOL

# Covid-19 No Detriment Policy



Approved: March 2021

Approved by: Academic Board (Chair's Action)

Next review due: March 2022

## **Introduction**

In order to manage the extraordinary circumstances that have followed from the Covid-19 Pandemic, the Institute has taken steps to provide the best opportunity for students to enable them to complete the 2020/21 academic year, submit their best possible work and either progress to the next level of their course or graduate.

Government advice to close colleges and facilities to staff and students has meant that the physical learning and teaching resources we would normally provide students to complete their practical assessments are no longer accessible, and we do not know how long these closures will last.

The key principle established in considering how to provide students with opportunities to continue with their studies is that of ensuring that the alternative assessments will meet the intended learning outcomes for modules and courses. However, in some cases the assessments themselves may differ significantly from those originally published in course handbooks and module guides.

## **Overarching Principles**

- The maintenance of academic standards and the fairness, rigour and transparency of assessment, whilst also ensuring that students and staff stay healthy and safe.
- The provision of online delivery and support to guide students through the module content and support them to understand revised assessments where these are necessary.
- The provision of software resources and support to enable students to complete assessment for all modules.
- The revision of specific assessment briefs and marking criteria to enable students to complete assessments with the resources available to them and in a format that can be delivered and assessed online.
- The provision of clear guidance to students and staff on the way that revised assessments will be marked.
- The publication of revised guidance to students and staff on how mitigation claims will be dealt with in a manner streamlined to be most accessible and effective during the current situation.

## **Revised Mitigation Guidance**

In keeping with the decision taken by the Institute when the first lockdown was announced last academic year, we will continue to take a more relaxed and supportive approach to the mitigation process, as we understand how difficult it can be to get evidence to support mitigation claims at this time.

Student Support Teams remain the main point of contact for all student queries relating to mitigating circumstances. They will work with students to ensure they are not disadvantaged if they are unable to complete assessments due to sudden or unforeseen circumstances.

To help minimise a build-up of assessment deadlines for students, the Institute will aim to communicate the outcome of mitigation claims within one week of receipt and, in the majority of cases, will set a new submission deadline two weeks from that communication. However, the new deadline can be extended further in certain circumstances, such as if students are waiting for the delivery of equipment.

### **Option to Defer Final Year Modules for Students on University of Sussex validated Courses**

To provide students with the opportunity to present their best work for final year assessments, they will have the opportunity to either complete all Level 6 modules through the alternative forms of assessment in accordance with the principles set out above or to defer submission of the remaining assessments from modules listed below until 22nd July 2021 in order to complete the original assessment task.

- Either, students can defer their assessment (A2/final) for these 40-credit project modules:
  - Production Project
  - Professional Project
  - Performance Project

Students will be required to provide evidence (either through their A1 proposal or having completed work to this point) to support their request to defer the module. The evidence will need to demonstrate that a student is unable to complete their 40-credit final project module due to the limitations for collaboration or access to technology resulting from our colleges being closed and the restrictions to movement.

- Or, Professional Musicianship & Songwriting students can defer their assessment (A2/final) in one or both of these 20-credit modules, due to the ensemble/live performance nature of assessment:
  - Ensemble Performance
  - Solo Performance

*N.B.: Students can only defer **a maximum of 40 credits** so, for example, a Professional Musicianship student who elects to defer the Professional Project module may not also defer Ensemble Performance.*

In all modules listed above, teaching and learning will continue during and be completed by the end of Semester 2. Students who opt to defer a module/modules will engage in independent study between then and their deferred assessment to ensure parity with students who submit in May 2021.

If government restrictions remain in place by 20th May 2021, the Institute will inform students who took up the module deferral option that they will need to complete their assessment online (as per the alternative assessment mode taken by students during Semester 2) by 22nd July 2021.

Students who opt to defer up to 40 credits will still be considered students of the Institute until they complete their studies and will be permitted to use Institute facilities in order to complete assessments.

### **Award Calculation for Current Level 6 Students on University of Sussex validated Degrees**

In order that current Level 6 students do not experience detriment in the classification of their degree, it will be determined by the higher of the following calculations:

- The Level 6 Stage Mean.
- The best 100 credits from Level 5 and the best 100 credits from Level 6, which must include all 30 and 40 credit modules, weighted 40:60.

### **Award Calculation for Current Level 5 Students on University of Sussex validated Degrees**

In order that current Level 5 students do not experience detriment in the classification of their degree in 2021/22, it will be determined by the higher of the following calculations:

- The current 40:60 weighting between Level 5 and Level 6.
- The Level 6 Stage Mean.



### **Award Calculation for Students on Foundation Diploma Courses**

In order that current FDip students do not experience detriment in the classification of their diploma, it will be determined based on the best 40 credits achieved at Level 4. Students will still be required to pass all 60 credits to qualify for an award, but the module with the lowest mark will be excluded from the calculation.

### **Award Calculation for Students on Level 6 of the BA (Hons) Filmmaking Course**

In order that current Level 6 students do not experience detriment in the classification of their degree, it will be determined based on the weighted average of the best marks achieved on 4 of the 5 modules completed at Level 6, which must include the Final Project. Students will still be required to pass all 120 credits at Level 6 to qualify for an award but, with the exception of the Final Project, the module with the lowest mark will be excluded from the calculation.

### **Award Calculation for Students on Master's Courses**

As Master's award classifications are already based on 120 of 180 credits, including the final double weighted project/dissertation plus the other best 60 credits achieved, no revision to the means of classification is necessary.

### **Measures for Students on Level 4 of BIMM Undergraduate Degrees**

#### **Amendment to the Regulations on Automatic Compensated Credit**

The existing allowance for students to be automatically compensated for "up to 30 credits for a single module" will be changed to "up to 30 credits", meaning that 2x15 credit modules will be compensated where the standard criteria have been met, i.e.:

- An overall level mark of 40%
- A mark of 35-39% for the failed module(s)

#### **Extraordinary Second Re-sit Opportunity**

Students who attempt, but fail, Re-sits will be offered a Second Re-sit opportunity by the Re-sit Progress Boards, with such Second Re-sits to take place as follows:

- Semester 1 Second Re-sits – 3rd June.
- Semester 2 Second Re-sits – 6th September.

Second Re-sit offers will be determined by engagement at individual module level, i.e., students must attempt a Re-sit on a module in order to qualify for a Second Re-sit opportunity on that module.



## **Addendum to Covid-19 No Detriment Policy**

### **Applicability**

This addendum applies to students who completed Level 4 of a BIMM Institute undergraduate degree course in academic year 2020/21 and continue their studies on the same course in September 2021 only.

### **Condoned Credit**

Students who achieve a minimum of 60 credits will have the remaining credit condoned (awarded without marks) and will be offered the opportunity to progress to Level 5 should they meet both of the following criteria:

- They have met all Level 4 Course Learning Outcomes through the modules they have passed.
- There is evidence of engagement with all modules not passed.

Decisions will be made based on academic judgement via the application of scrutiny on a case-by-case basis, conducted by academic staff involved in the teaching of those students, and External Examiners will be consulted on the process. A clear audit trail will be kept by each college to document the decision-making process. Individual arrays for all students deemed to have met the criteria will be presented to an Extraordinary Progress Board, to be Chaired by the Academic Director & Provost.

Qualifying students will also be offered a Repeat Year opportunity.

### **Additional Support Measures**

Students awarded condoned credit who accept the offer to progress to Level 5 in September 2021 will have additional academic support measures put in place, backed by a Learning Agreement, to ensure they are prepared for the additional rigour of Level 5 study.

### **Automatic Right to Repeat Year**

All students who achieve less than 60 credits will be offered a Repeat Year, regardless of engagement. This means that the current regulatory requirement for students to have attempted Sit or Re-sit opportunities during the first assessment cycle to be considered for a Repeat Year is suspended under this addendum only.

### **Exit Awards**

Credit condoned under this addendum may not be used towards an exit award at Level 4 (CertHE), though it may contribute to an exit award at a higher level (DipHE or Ordinary Degree).

In cases where a student would normally have progressed to Level 5 with Trailed Credit/a Trailed Re-sit, which would enable them to pass 120 credits at Level 4, any module that would normally have been subject to Trailed Credit/a Trailed Re-sit will have Automatic Compensation applied at the Extraordinary Progress Board, irrespective of the module mark achieved. This will prevent such students from being disadvantaged should they withdraw or be withdrawn from their studies at a later date by ensuring they meet the requirements for a CertHE as an exit award.