

## Adverse Weather - Examinations Protocol

In the event of extreme weather conditions during the January examinations, the Institute has prepared a protocol for students and staff should this occur.

This protocol identifies IT Tallaght's response to severe weather warnings or conditions as communicated by Met Eireann via their weather warning indicators. These warnings are presented in three categories, **status yellow**, **status orange** and **status red**. Further information is available at <http://www.met.ie/nationalwarnings/warnings-explained.asp>

The following procedures will be put in place so it is vital that you familiarise yourself with them.

- The assumption is that examinations will run as timetabled in all examination locations
- The Institute website, [www.it-tallaght.ie](http://www.it-tallaght.ie), will be updated on a regular basis with information relating to the running of the January examinations
- Where possible, the [examinations@it-tallaght.ie](mailto:examinations@it-tallaght.ie) email address will be operational to answer any examination queries should examinations be postponed
- In the event of postponed examinations, the Institute authorities will inform students of any decision to reschedule the postponed examinations only.

### If the weather deteriorates during the day

- The college authorities will make a decision when to close the Institute and to postpone the examinations
- The decision will be posted on the Institute website and on the various electronic noticeboards throughout the Institute
- Where possible, the [examinations@it-tallaght.ie](mailto:examinations@it-tallaght.ie) email address will be operational to answer any examination queries should examinations be postponed
- If there is a decision to postpone examinations during the day, it will be announced to students and staff who are located at the different examination venues
- Where possible, emails and text messages will be sent to students as soon as the College authorities have made a decision on whether to run examinations or not. It is important that your correct phone number and email address is up to date

### In the event of severe overnight weather

- Should the weather deteriorate overnight, the Institute authorities will make a decision on whether the Institute will open or not and whether examinations will be postponed
- The decision will be posted on the Institute website as early as possible
- It may not be possible to send emails or text messages

### How can you help?

- Keep checking the Institute's website for updates
- Inform fellow classmates and colleagues who may not have access to the internet
- If the weather is particularly bad in your area, you should consider not travelling to the examination centre. You can always defer your examination by completing an examination deferral form, available at [www.it-tallaght.ie/studentforms](http://www.it-tallaght.ie/studentforms) and stating that you could not travel due to adverse weather conditions