

Technological University Dublin – Tallaght

Personal Extenuating Circumstances Form

Application for Consideration of extenuating personal circumstances that may have affected student performance in examination August 2020



IMPORTANT NOTE:

1. Please complete this form if on completion of your August examination(s), you are requesting that the Examination Board take into consideration verifiable extenuating circumstances that may have affected your performance. A retrospective deferral of the examination *will not be allowed*.

Examination Session:	August 2020
Closing Date:	04 th September 2020. Late applications cannot be considered

Section 1: General Information

- 1) **Before completing this form, please READ the accompanying notes at the end of page 2.**
- 2) This form should only be completed by students seeking consideration of personal extenuating circumstance they may have affected their examination performance in August 2020 in one or more examinations. (Please print in BLOCK CAPITALS or TYPESCRIPT)
- 3) Exam papers / submissions will be graded as normal and will be considered by the Examination Board considering the personal extenuating circumstances notified below.
- 4) **You must provide supporting documentary evidence for your claims.**

Section 2: Personal Detailsⁱ

Full Name:		Surname:	
Student ID:	X00	Date of Birth:	
Programme Code/Title:	TA_	Year (e.g. 1):	
Full-time / Part-time		Telephone No:	
TU Dublin Email:			

Section 3: Please complete the table below for the examination(s) you seek to defer:

Examination Module Title	Date / Time of Exam	Semester:

Section 4: Outline the personal extenuating circumstances that affected your exam performance. These will likely include medical reasons, or an immediate family bereavement. Travel for holiday or other purpose is not a valid reason.

Section 5: Supporting Documentation

Please list any items attached e.g. medical certificates, death notice, or other supporting evidence.

Section 6: Signatures Forms must be signed by the applicant.

Applicant’s Signature	
Date:	

For office use only:		Dated received:	
Matter considered by the Examination Board	Yes/No:	Date:	

Personal Circumstances Affecting Examination Notification Form – Summary Notes

1. Please see www.it-tallaght.ie/exams for full details.
2. Personal circumstances adversely affecting student performance will only be considered where there are **verifiable compelling mitigating circumstances** beyond the student’s control impacting their ability perform well in the examination. These may include:
 - a) Serious medical condition or injury preventing attendance for or completion of examination. Medical cert required.
 - b) Bereavement of immediate close family members such as parents or siblings or guardians. Death notice required.
 - c) A traumatic experience which may include but is not limited to personal involvement in or witnessing of a very serious accident or crime or being a victim of serious crime committed against the person. Garda report required.
3. Travel for holiday or other purpose will **not** be accepted as a valid reason!
4. The matters outlined in this form and associated evidence will be considered by the Examination Board when adjudicating on exam results.
5. Requests to have personal circumstances considered by the Examination Board will only be considered when the following steps are followed:
 - a) Complete and sign the above *Form* in full and submit by the due date. Late applications cannot be accepted.
 - b) Clearly state the reasons for your request and provide relevant supporting documentation (e.g. certified medical certificates, death certificates, birth certificates, Garda report).
 - c) **Submit completed forms to Registrar’s Office by email to Examinations.Tallaght@TUDublin.ie** along with all supporting documentation on or before the stated deadline. **Retain a copy for your own records.**
 - d) **Late applications cannot be considered.**

GDPR: The information provided on this Deferral Application will only be processed for the purposes of assessing your application and will be retained and deleted in accordance with the University's Data Retention Policy. Please do not hesitate to contact us if you have any queries in relation to your personal data

ⁱ The personal information collected here is solely to allow you to be clearly identified and contacted with regard to this application only. This form will be used solely for the purpose of evaluation your deferral application and the update of your student record should a deferral be granted. For further information on the University’s Data Protection Policies and Procedures, please see our website <https://www.it-tallaght.ie/gdpr> and our Data Protection Notice for Students https://www.it-tallaght.ie/contentfiles/Documents/FOI/gdpr/Data_Privacy_Notice_Students.pdf