

Absence from Exams & Assessments

E-mail to: studcase@tcd.ie Updated: May 2021

Section A: Student's Details		
Date of request:		
Student's Name:		
Student's ID:		
Course:		
Year of course:		
Current Status:	On Books Off Books OBA (Off E	Books Taking Assessment)
Tutor's Name:		
Tutor's Email:		
Academic Unit Contact:		
Academic Unit Email:		
	Section B: What is the student reques	sting?
Please select from the list	below:	
Defer exam(s)/assign	ment(s) from Semester I Session to Reassessm	nent Session
Defer exam(s)/assign	ment(s) from Semester II Session to Reassessr	ment Session
(retrospective) Permi	ission to be absent from exams	
Defer Exams from Rea	assessment Session to next academic year (OB	BA = off-books taking assessments)
Permission to lift exc	lusion and sit exam(s) in the Reassessment Ses	ssion
Permission to lift exc	lusion and repeat year	
Exam accommodation	ns (different venue, use of compute, use of sci	ribe, etc.)
Other		
Please list exam/modules	below:	
Module code	Date of exam/assignment	Module name

Has the student attempted any of the exams listed above?
Yes No
Please provide supporting details and evidence if required:
Have you included relevant supporting documentation?
Yes No N/A
Section C: Privacy statement
This form, together with all supporting documentation, is submitted on the understanding that the data contained therein are used solely for the purposes of the processing of exam/assessments requests. The personal data included in this application form will be processed in accordance with the Data Protection Policy of Trinity College Dublin and the Privacy Notice of Trinity College Dublin and will be shared with relevant Schools /Departments /Course Offices.
Section D: Notes
Absences from exam(s) must be appropriately evidenced:

- For illness: medical certificate must be submitted within **three** working days and specify that the student is **unfit** to sit exams and must **cover** the dates of relevant exams (listed in section B).
- For other **grave** causes: appropriate evidence must be submitted within **three** working days

Where illness occurs during the writing of an examination paper, it should be **reported** immediately to the chief invigilator. The student will then be escorted to the College Health Centre. Every effort will be made to assist the student to complete the writing of the examination paper.

Where an examination/assessment has been completed, retrospective withdrawal will not be granted by the Senior Lecturer nor will medical certificates be accepted in explanation for poor performance.