

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.**