

Exams & Assessments UG Student Cases

e-mail to student.cases@tcd.ie / September 2014

Date of Request:

Section A: Student Details

Student Name:

Student ID:

Course:

Year:

Current Status: On Books
 Off Books
 OBA (Off Books Taking Assessment)

Tutor Name:

Tutor Email:

Academic Unit Contact

Academic Unit Email:

Section B: What is the student requesting?

Please select one of the following and provide module/exam codes below where relevant.

Defer Exam(s) from Annual Session to Supplemental Session

Defer Exam(s) from Supplementals to next academic year (OBA-Off Books Taking Assessment)

Permission to re-schedule exam within session

Absent from Exams (Repeat Year - On Books)

Permission to be absent from Exams (Retrospective)

Special Exam Arrangements (different venue, use of computer, scribe)

Other

Please list exam/module codes below:

Has the student attempted any of the exams listed above in section B?

Yes

No

If Yes, please note this will be treated as a first attempt having already taken place and this will impact the student's overall mark.

Have you consulted the Calendar/Course handbook with regard to your request and is your request within normal regulation

Yes

No

Section C: Supporting Detail & Evidence (Please attach supporting documentation)

Please provide additional detail if required:

Have you included the appropriate supporting documentation?

Yes

No

Section D: Comment from Academic Unit

Has the student attempted any of the exams listed above in section B?

Yes

No

If Yes, please note this will be treated as a first attempt having already taken place and this will impact the student's overall mark.

Please advise whether or not you are in support of the request (Yes/No): If No, please provide comment as to why you do not support the request:

Section F: Checklist

When the exams are part of the final moderatorship, (many JS and most SS), there are no Supplementals so deferring to the time of Supplementals is outside of College Regulations, so it's not a straightforward request and you need to make a compelling case.

Rescheduling during the exam period:

- Normally a max of 2 papers.
- Annual exams: only an option if no supplementals are available (many JS, most SS).
- Supplemental exams: open to all but might not be possible in practical terms if there is little time left.

Absence from exam:

- Medical certificate must specify that the student is unfit to sit exams and must cover the dates of relevant exams.
- To be submitted within three days.

Specials:

- Normally maximum of two papers
- Taking place during Teaching week three of MT
- Incur a flat fee of Eur382 for all students irrespective of the number of specials taken within the session
- Students are not able to register, until the special results are published. They will not get their timetable or access to Blackboard until then. Student could end up missing first half of MT. Difficult to combine preparing for Specials and trying to keep up with academic work for the next academic year.

Students deferring exam to the next sitting or Off Books (Exams Only, Assessment/Placement Only):

- These students will not be registered students during this time so not expected to attend College (except placement where appropriate), they will keep computer account, e-mail and access to BlackBoard modules for the year they attended.
- Normally examined on the course delivered during the year they were On Books.
- May get reading rights in Library (Apply for reader's ticket) but no borrowing rights
- Fee Eur382.00