



Assessment: procedures for the non-submission of coursework and absence from examinations

1. Purpose

To inform undergraduate students and staff members of the procedures that will be applied in situations where a student does not complete an assessment component, that is, where they do not submit or do not attend for assessments, including online assessments, specified for their programme of study.

2. Scope

2.1 This procedure applies to students in all years of undergraduate programmes.

2.2 It applies to:

- i. assessment components specified for all modules which constitute a student's programme of study, whether the modules are mandatory, optional, Open Modules, Trinity Electives, etc..., where missed;
- ii. reassessment components specified for a student, where missed;
- iii. assessment components specified for a student who is 'off-books taking assessments' (OBA), where missed;
- iv. assessment components specified for a student who previously received permission to defer, where missed.

2.3 It does not apply to late assessment components that are submitted within deadlines stated in local school/department/programme regulations on penalties for late submissions, where these exist.

2.4 It does not apply to assessment components for which a student has been granted an extension, provided the revised deadline is met.



- 2.5 It does not apply to missed assessment components or expected missed assessment components for which a student, through their Tutor, has already initiated a Student Case to the Senior Lecturer/Dean of Undergraduate Studies.

3. Benefits

- 3.1 It gives due regard to the importance of assessment in the educational process.
- 3.2 It recognises the responsibility of students to engage in their own education process.
- 3.3 It helps to ensure fairness in relation to those students who complete their assessments in a timely manner.
- 3.4 It recognises the time and effort put into setting and organising the assessment and reassessment of students.
- 3.5 It provides greater clarity to staff members and undergraduate students, and, thereby, leads to greater consistency in the treatment of students who do not complete assessment components.

4. Procedure

- 4.1 Students must complete and submit the assessment components specified for the modules that constitute their programme of study. Completion includes the submission of continuous assessment and attendance at examinations and other tests.
- 4.2 Module Coordinators decide on the configuration of assessment components for the set-up of their modules in SITS and the level of engagement required for composite assessment components, which should be clearly communicated to students (e.g., students must submit a minimum of 6 out of 8 laboratory reports, or student must hand-up a minimum of 4 out of 6 tutorial pieces).



- 4.3 Students who are experiencing difficulties that are affecting their ability to complete their assessment components should contact their Tutor at the earliest opportunity to discuss the nature of the difficulties and the possible options available in Trinity. Depending on the specific details of a case, options can range from a request for a short extension from a module coordinator to a formal request for a deferral made to the Senior Lecturer/Dean of Undergraduate Studies.
- 4.4. Where the difficulties are serious, a student may need to make a Student Case, through their Tutor, to the the Senior Lecturer/Dean of Undergraduate Studies. During teaching terms, requests for permission to defer to the reassessment period should be made through the Student Cases process. However, where such a request is made in relation to missed examinations or final assignments(equivalent to a final module examination), within 3 days of the missed examination or assignment deadline, and is supported by a valid medical certificate, it should be forwarded to the relevant School/Department/Course Office. If the School/Departmental/Course Office is unsure about aspects of the request, they should seek advice from the Student Cases Team, e.g., if it appears that the student is cherry picking or if there are queries over the validity of the medical certificate.
- 4.5 Where a student does not complete specified assessment component(s), the relevant Court of Examiners has the authority to make one of the following determinations¹:
- i. Permission to defer to the reassessment session
 - ii. Re-assess in relation to the missed component(s) for the reassessment session, subject to capping the associated reassessment(s) at the pass mark
 - iii. Repeat year

¹ It is assumed, for the purposes of these outcomes, that the student is undergoing the first attempt of a particular course year. See **Table A** below for a more comprehensive list of student categories.



- 4.6 **Permission to defer to the reassessment session:** Where a student submits a valid medical certificate, with respect to missed examinations or missed final assignments, to the relevant school/course/departmental office within the prescribed timeframe (normally within three working days of the absence/deadline), that school/course/departmental office will review the medical certificate and apply the appropriate module codes in SITS to flag the deferral recommendation to the Court of Examiners. The Court of Examiners is empowered to grant a deferral to the reassessment period in respect of the assessment components affected.
- 4.7 **Reassess in relation to the missed component(s) in the reassessment session, subject to capping at the pass mark:** Where a student does not submit a valid medical certificate, the Court of Examiners will return an overall result of Fail and require the student to be reassessed in relation to the missed component(s) subject to the associated reassessment(s) being capped at the pass mark. This decision may be granted only where the missed assessment component(s) are in modules totalling not more than 20 ECTS. Different modalities of assessment are permitted in the reassessment session.
- 4.8 **Repeat Year:** Where a student misses assessment components in modules amounting to more than 20 ECTS, and does not provide a valid medical certificate, the Court of Examiners will return a result of Fail-Repeat Year in respect of that student. The student is required to repeat the year in full.
- Note:** A Court of Examiners cannot grant a repeat year if a student has already repeated the year once or has repeated two years of the programme. A year off-books with assessment (OBA) is considered to be a repeat year.
- 4.9 Such decisions may be appealed to the relevant Court of First Appeal provided that the case meets at least one of the grounds for appeal.



Table A: Court of Examiners Decisions in the Case of non-Completed Assessment Components

Student Status	Description	CoE Result/Outcomes	Notes
1 st attempt of course year: Sem 1 / 2 assessment(s)	Student misses examinations and/or final pieces of continuous assessment and submits a valid medical certificate.	Defer to Supplementals	
	Student misses assessment components in modules totalling up to 20 ECT. No medical certificate/no Student Case decision.	Fail – Re-assess at Supplementals	CoE permits reassessment subject to capping the reassessment at the pass mark.
	Student misses assessment components in modules totalling over 20 ECTS. No medical certificate/no Student Case decision.	Fail – Repeat Year	Student must repeat year in full.
1 st attempt of course year: reassessment period	Student misses examinations and/or final pieces of continuous assessment and submits a valid medical certificate.	Fail – Repeat Year Or Defer to Next Session	PD should be applied as module code. Overall result will depend on profile of module results. A Student Case should be made to the Senior Lecturer if the student needs to go OBA or advise student to take appeal case under <i>ad mis</i> ground.
	Student misses assessment components in modules totalling up to 20 ECT. No medical certificate/no Student Case decision.	Fail –Repeat Year	CoE can only make decision of Repeat Year.
	Student misses assessment components in modules totalling over 20 ECTS. No medical certificate/no Student Case decision.	Fail- Repeat Year	
2 nd attempt of course year: Sem 1 / 2 assessments	Student misses examinations and/or final pieces of continuous assessment and submits a valid medical certificate.	Defer to Supplementals	
	Student misses assessment components in modules totalling up to 20 ECT. No medical certificate/no Student Case decision.	Fail – Re-assess at Supplementals	CoE permits reassessment subject to capping the reassessments at the pass mark
	Student misses assessment components in modules totalling over 20 ECTS. No medical certificate/no Student Case decision.	Fail - Exclude	CoE cannot grant a 2 nd repeat year.
2 nd attempt of course year: reassessment period	Student misses examinations and/or final pieces of continuous assessment and submits a valid medical certificate.	Fail	CoE cannot grant Repeat Year, deferral to next year or OBA. A Student Case should be made to the Senior Lecturer



			ASAP or advise student to take appeal case under <i>ad mis</i> ground.
	Student misses assessment components in modules totalling up to 20 ECT. No medical certificate/no Student Case decision.	Fail - Exclude	CoE cannot grant a 2 nd repeat year.
	Student misses assessment components in modules totalling over 20 ECTS. No medical certificate/no Student Case decision.	Fail - Exclude	
OBA: Sem 1 / 2 assessments	Student misses examinations and/or final pieces of continuous assessment and submits a valid medical certificate.	Defer to Supplementals	
	Student misses assessment components in modules totalling up to 20 ECTS. No medical certificate/no Student Case decision.	Fail – Re-assess at Supplementals	CoE permits reassessment subject to capping the reassessments at the pass mark.
	Student misses assessment components in modules totalling over 20 ECTS. No medical certificate/no Student Case decision.	N/A or Fail - Exclude	Students should not be OBA with over 20 ECTS.
OBA: reassessment period	Student misses examinations and/or final pieces of continuous assessment and submits a valid medical certificate.	Fail	OBA counted as 2 nd attempt. CoE cannot grant Repeat Year or OBA. A student case should be made to Senior Lecturer ASAP or student to take appeal case under <i>ad mis</i> ground.
	Student misses assessment components in modules totalling up to 20 ECT. No medical certificate/no Student Cases decision.	Fail - Exclude	
	Student misses assessment components in modules totalling over 20 ECTS. No medical certificate/no Student Cases decision.	N/A or Fail – Exclude	Students should not be OBA with over 20 ECTS.

5. Related documents

- 5.1 Assessment and Academic Progression Policy
- 5.2 Trinity College Dublin, the Univeristy of Dublin Calendar, Part II
- 5.3 Various Student/Programme Handbooks
- 5.4 AR document(s) on confirming module marks/grades and end of year results in SITS.



6. Responsibility

Responsibility for this document lies with the Senior Lecturer/Dean of Undergraduate Studies.

7. Document Control

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