

Update from DkIT Taskforce: Semester 1 Examinations 2nd December 2021

Dear students,

We are writing to update you on Dundalk Institute of Technology's plans regarding Semester 1 final examinations which are taking place in January 2022. Current plans are in keeping with government guidance and will follow all public health protocols. The measures outlined below will be implemented to ensure that everyone stays safe and that no one is disadvantaged.

1. Additional Examination venues and sessions have been timetabled to facilitate social distancing.
2. All students will be socially distanced in the examination hall and will be required to wear a mask, covering both nose and mouth, at all times during their examination.
3. All spaces where examinations will take place have been risk assessed including a review of ventilation.
4. In many venues doors and windows will be open to maximise ventilation and may feel colder than normal so students should dress appropriately.
5. Enhanced cleaning protocols will be in place to ensure all examination spaces are sanitised between sessions.
6. Students will be expected to sanitise their hands on entering and leaving an examination hall, using the hand sanitiser stations provided.

Covid-related deferrals

While there is no automatic right of deferral, procedures are in place if you need to defer your in-person final examinations for Covid-related or other medical reasons. The following form must be completed: <https://www.dkit.ie/assets/uploads/documents/Policies-and-Guidelines/Academic-Policies/Student-Centred-Learning-Teaching-and-Assessment/Application-Form-for-Deferral-of-Assessments-plus-COVID-Emergency.docx>

If you a) contract Covid or b) display symptoms or c) are a close contact, you must not attend an in-person examination.

- **If you test positive for Covid**, you must not attend an in-person examination and must contact your School Office as soon as possible. Within five days of the scheduled examination, you must provide a copy/screen shot of the text message confirming the positive PCR Covid result from the HSE ensuring that the date is displayed.
- **If you have symptoms consistent with Covid but cannot access a PCR test**, you must not attend an in-person examination on campus and must contact your School Office immediately, and prior to the starting time of the examination. Retrospective evidence of having taken or scheduled a PCR test must be submitted within five days of the scheduled examination. If you have been unable to take or schedule a PCR test, you must submit a screenshot showing that no slots were available within five days of the examination.

- **If you are a household close contact of a confirmed Covid case**, even when you are fully vaccinated and showing no symptoms, you must restrict your movements until you have three negative antigen test results within five days. You must not attend an in-person examination on campus. Contact your School Office on the first day to inform them of the household member's positive result, providing them with a copy/screen shot of the text message confirming the positive PCR Covid result from the HSE to the household member or the text message to you confirming you as a close contact. Make sure that the date is displayed.
- **If you cannot attend for other health reasons**, you must contact your School Office as soon as possible and provide documentation within five days of the scheduled examination.

Additional guidance for Continuous Assessments

If you cannot submit continuous assessment assignments for Covid-related or other reasons (e.g., medical), you should inform your lecturer prior to the assessment completion date or as soon as possible thereafter. You must apply in writing to the School Office with supporting / substantiating documentation, where possible, within 10 working days following the date of the assessment or deadline. For more information on continuous assessments, please visit <https://www.dkit.ie/registrars-office/academic-policies/continuous-assessment-policy-procedures>

For more information about the upcoming examinations, please visit <https://www.dkit.ie/examinations-office>

Finally, we recognise that Government Guidelines may change and preclude the holding of Semester 1 examinations in-person. If so, we will contact you as soon as possible with revised arrangements. An alternative timetable for such examinations will be developed and circulated.

Kind regards,

DkIT COVID-19 Task Force

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