

**Application Form for Deferral of Assessments**

*Before completing this form, please read the guidance notes on page 4 and 5*

**Section 1: Learner Details**

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| **First Name:** |  |
| **Surname:** |  |
| **DkIT Student Number:** |  |
| **School:** |  |
| **Department:** |  |
| **Programme Title:** |  |
| **Year of Study (e.g. Year 1):** |  |
| **Learner Type (Full Time, Part Time, ACCS):** |  |
| **Type of Deferral:** | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Continuous Assessment |  |  | Final Examination |  |  | | (Complete Section 2) |  |  | (Complete Section 3) |  |  | |

**Section 2: Continuous Assessment**

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| --- | --- | --- | --- |
| **Name of Module(s) for which you seek Continuous Assessment deferral(s):** | **CA Element Description** | **% Weighting** | **Date of Submission**  **(DD/MM/YYYY)** |
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| **Proposed grounds for deferral of Continuous Assessment:** |  | | |
| **Documents provided as evidence of grounds for CA deferral:** |  | | |
| **Further Information:** |  | | |

**Section 3: Final Examination**

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| --- | --- | --- |
| **Name of Module(s) for which you seek Final Examination deferral(s):** | **% Weighting** | **Date of Examination**  **(DD/MM/YYYY)** |
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| **Proposed grounds for deferral of Final Examination:** |  | |
| **Documents provided as evidence of grounds for Final Examination deferral:** |  | |
| **Further Information:** |  | |

**Section 4: Declaration**

|  |  |
| --- | --- |
| I confirm that the information given by me in this form is true and factually correct. | |
| **Student Signature:**  *(include digital signature if possible or your name in print will suffice)* |  |
| **Date (DD/MM/YYYY):** |  |

**OFFICE USE ONLY**

|  |  |
| --- | --- |
| **Date Submitted to School / Department Office: (DD/MM/YYYY)** |  |
| **Date of Examination Board at which application was considered: (DD/MM/YYYY)** |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **To be completed by Chair or Secretary of Examination Board**   |  |  |  |  | | --- | --- | --- | --- | | **Name:** |  | | | | **Signature:** |  | **Date: (DD/MM/YYYY)** |  | | |
| **Decision**    **Continuous Assessment:** | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | Grant Deferral |  |  | Refuse Deferral |  |  | Other |  | |
| **Decision**    **Final Examination:** | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | Grant Deferral |  |  | Refuse Deferral |  |  | Other |  | |

*\*See Continuous Assessment Procedures (*[*https://www.dkit.ie/registrars-office/academic-policies/continuous-assessment-policy-procedures*](https://www.dkit.ie/registrars-office/academic-policies/continuous-assessment-policy-procedures)*)*

**Guidelines for Learners Seeking a Deferral of Assessment(s)**

The purpose of this procedure is for learners to bring to the attention of the Examination Board any circumstances which could adversely affect their assessment performance, e.g. illness, bereavement, accident, independently vouched personal circumstances, grounds related to the COVID-19 emergency, etc. This information is considered by the Examination Board, whose members make a final decision as to the validity of the application and whether it is sufficient grounds for an assessment deferral. If an assessment is deferred this means that the next available submission is regarded as the first attempt of the submission. Learners should be aware that if a submission is deferred for consideration at the Autumn Examination Board, they will not have the opportunity of a second attempt within the academic year and this may have implications for their progression.

This procedure should not be used for situations where assessments are missed due to learners’ mismanagement of their assessment schedule (e.g. mixing up dates or venues, etc.), issues related to student disability which have already been dealt with through the Disability Office or issues covered by the Examination Appeals process.

**To apply for a deferral of assessment(s) for Continuous Assessment and/or Final Examination, you must:**

1. Complete Section 1, 2 and/or 3, and 4 of this form, describing in as much detail as possible the grounds on which you are seeking a deferral of assessment(s) (please note the information provided will be treated in strict confidence).

**Information on assessment weightings can be found at courses.dkit.ie / Moodle VLE and/or in consultation with your module lecturer(s).**

1. Attach independent, authoritative documentation to support these grounds (e.g. letter from hospital consultant or GP, letter from DkIT counselling service, etc.)
2. The attached evidence must be presented on headed notepaper, signed and dated.
3. Submissions made on medical grounds should be in the form of a letter or detailed certificate provided by the health professional. It must include the following information:

* Dates affected by extenuating circumstances
* Medical reason for seeking deferral

1. Photocopies of evidence will not be accepted.
2. The evidence presented must demonstrate that the extenuating circumstances affected the student during the period in which the assessment was due.

If you are seeking a deferral due to COVID (within 5 days of a positive test), please indicate this on the form with evidence of a positive test result.

1. Submit or email the application and evidence to the Department or School Office within 5 days of the last date of the examination period as indicated on the Institute academic calendar (<https://www.dkit.ie/study/current-students/academic-calendar.html>). The form should be emailed to the Head of Department (or Section) and clearly marked “Deferral Application”.

**Note:** Applications submitted after the examination results are issued will only be considered in exceptional circumstances.

1. The outcome of your application for deferral of assessment(s) will be evident in your examinations results. If your application is successful an ‘I’ grade will appear in the relevant module(s). The deliberations of Examination Boards are strictly confidential.
2. If you are successful in obtaining the deferral, it is your responsibility to ensure that you are registered with the Examinations Office to facilitate submission of assessment(s) prior to the next Examination Board.