

**DUNDALK INSTITUTE of TECHNOLOGY**

**School of Engineering**

**CONTINUOUS ASSESSMENT ABSENCE FORM**  
**(See reverse side for information on using this form)**

**Student Details:**

Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Programme Name: \_\_\_\_\_

Stage (e.g. 1, 2, 3, etc) \_\_\_\_\_

**Details of Assessment Exercise**

Lecturers Name: \_\_\_\_\_ Module Title: \_\_\_\_\_

Name of assessment exercise: \_\_\_\_\_

Date issued: \_\_\_\_\_ Date of Submission Deadline: \_\_\_\_\_

State your reason for missing the assessment exercise deadline (attach supporting evidence/documentation as appropriate, such as medical cert. etc.)

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**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For Lecturers Use Only**

I accept the above as a valid absence: ☐ I do not accept the above as a valid absence: ☐

Recommendation: \_\_\_\_\_

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**READ GUIDELINES OVERLEAF**

**Continuous Assessment Absence Form**  
**Guidance for Students and Lecturers**

**Using this Form**

- Any student who has been absent from an assessment exercise, or has missed a deadline for submission and requests that their absence be given special consideration must complete this form.
- The form must be submitted within 10 working days of the date of the assessment exercise deadline.
- Supporting documentation such as explanatory notes or medical certificates etc. must be attached.
- The student must apply by submitting the completed form and appropriate supporting evidence (letters, medical certs etc.) directly to the module lecturer.
- On reviewing the application and making a decision, the lecturer must complete the final section of the form, sign and date it.
- A copy is returned to the student
- The lecturer retains a copy for his/her records
- The original application and any supporting documentation is forwarded to the School of Engineering Administration Office
- Please read DKIT's Continuous Assessment Procedures Document, Notes for Students and Notes for Academic Staff on Continuous Assessment, available at the following website

**[http://ww2.dkit.ie/about\\_dkit/documents\\_and\\_policies/policies/continuous\\_assessment](http://ww2.dkit.ie/about_dkit/documents_and_policies/policies/continuous_assessment)**