

PERSONAL CIRCUMSTANCES FORM

PLEASE READ CAREFULLY.

This form should be used if you wish to submit medical documentation or highlight any personal circumstances (such as bereavement or other difficulties) to be considered by the relevant staff of the college, which may then be brought to the attention of the Examinations Board. Please note that your submission will only be taken into account in terms of the **assessments you specify** on this form, and **cannot** then be used for a review of results or appeal purposes.

(i) Continuous Assessment: *This includes all assessments throughout each Semester e.g., project work, presentations and class tests.*

This form should be used if you wish to submit medical documentation or bring attention to personal circumstances because

- a) you were/will be absent for your continuous assessment
- b) you believe your performance was affected in your continuous assessment
- c) you wish to have an extension to your continuous assessment.

In the case of projects/assignments, the deadline for submission of this form is the assessment **HAND IN DATE. In the case of class tests/presentations, the deadline for submission of this form is not later than **FIVE** working days after the assessment date.**

(ii) Final Examinations: *This includes all your final examined assessments immediately prior to the Examinations Board.*

This form should be used if you wish to submit medical documentation or bring attention to any personal circumstances because you believe your performance was affected in your final examination(s) and want this directly brought to the attention of the Examinations Board.

In the case of final examinations, the deadline for submission of this form is not later than **TWO DAYS after the last examination has been taken.**

This form should be completed (Sections A and B) and returned to your Programme Co-Ordinator.
FORMS SUBMITTED AFTER THE STATED DEADLINES WILL NOT BE ACCEPTED.

Please note that it is the responsibility of the student to ensure that they comply with the correct procedures or your form **will not** be processed.

QUALIFYING CIRCUMSTANCES

- Where a student is absent from a test or missed a submission deadline due to medical reasons and supports this with a valid medical certificate from a qualified medical practitioner
- Where the registrar accepts an application for personal circumstances based on compassionate grounds, e.g. the death of a family member
- Where a student commences a programme late through no fault of their own and misses an assessment. If there is less than two weeks between the date of offer of a place and date of an assessment the student may opt to postpone sitting the assessment until the re-sit.
- If a part time student is required by their employer to miss an assessment due to work related matters, this may be accepted as a valid circumstance, provided that it is supported by a letter from their employer.

PLEASE NOTE:

(For forms that are submitted within the correct deadline, which fall under the qualifying circumstances and which have valid supporting evidence)

- In the case of a student missing an in class assessment for any of the above circumstances they are entitled to sit a rerun. The lecturer will inform the student when the rerun has been scheduled. **Please note: ONLY ONE RE RUN WILL BE SCHEDULED PER MODULE.** Students who miss this re run regardless of being ill or compassionate grounds will not be granted another re run.
- In the case of a student missing the submission date for an assignment for any of the above circumstances, they are entitled to an extension of a maximum of one week from the original submission date.
- In the case of an extension not being granted, being exceeded, or not requested, penalties, as stated in the relevant programme guide, will be applied.

Section A: - Student Details

Name:	
Student No:	
Programme:	
Year:	
Tel No:	
Email	

Section B: - Details of Personal Circumstances

Please note that the College will treat your details with strict confidence.

Period affected by the circumstances:

From:		To:	
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Please specify the examinations/ assessments affected by the circumstances and their due dates

Module	Assessment Type	Due Date*

* In the case of projects/assignments, the deadline for submission of this form is the assessment **HAND IN DATE**. In the case of class tests/presentations, the deadline for submission of this form is not later than **FIVE** working days after the assessment date.

Summarise briefly the nature of the circumstances you wish the Examinations Board to consider and how you consider your performance to have been affected (you may attach additional sheets).

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Student Signature: **Date:**

Section C: - Supporting Evidence

Independent supporting evidence (e.g. medical certification) is essential to your submission. Please list below the evidence you enclose and ensure to keep a copy of everything you submit.

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For Official Use Only

Medical Certification/Personal Circumstances form received:

Signed: Date:
Programme Co-Coordinator

Programme Director informed: Date:

Personal Circumstances Form Approved: Yes ☐ No ☐

Extension Date:

Eligible for rerun: Yes ☐ No ☐

Student Informed:
