


Application to Defer Consideration of Assessment Results “Deferral Form”

 <small>Institute of Technology Blanchardstown Institiúid Teicneolaíochta Baile Bhlainséir</small>	4FAS20	File Location:
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Students – Explanation - when to use this form:

Complete this form and return to the School Office (E016) if you wish to defer consideration of assessment results (e.g. Continuous assessment results or final written exam results) by an Examination Board for a module or a number of modules for which you are registered in the current year of your course. It is to be used when you could not complete one or more assessment elements due to exceptional circumstances. **Please read clarifications on page 2 before proceeding to complete this application.**

To be signed off by: Head of Department

Closing date: 5 working days prior to the relevant Examination Board Meeting

Fees: No fee is payable with this application, however **fees will apply** upon application to sit the assessment.

Attachments: Please attach supporting documentation (e.g. medical certificates)

Date received in School Office:	_____
Date received in Exams Office:	_____
Date student registered:	_____

SECTION 1 [Student to complete in BLOCK CAPITALS]

Student Name			
Student Address			
Student ID Number	B	Telephone Number	
Course Code		Current year of course	
Course Title			

SECTION 2 [Student to complete]

Please list modules for which consideration of results is to be deferred.

Module Code	Module Title	Continuous Assessment (CA) Mark	CA:Exam split (e.g. 40:60)	CA component passed? (Y/N)

Conditions of this application:**Condition 1: Decision to defer:**

Students should consider carefully before applying to defer particularly when applying to defer an exam. If a student misses an exam due to illness etc. it is not always appropriate to defer consideration of that exam. By deferring the exam, the Continuous Assessment (CA) result for that module is carried and added to the exam mark when the student sits the exam at the next available sitting. If the CA mark is low, it is not advisable to defer the exam.

Condition 2: Progression Carrying Credits:

Students cannot defer consideration of assessment results for modules which have been carried from a previous stage of the course. A condition of Progression Carrying Credits is that students sit the module at the next available sitting.

Condition 3: Next Examination Session:

It is the responsibility of the student to apply to sit deferred assessments at the next sitting and pay the relevant fee. This applies even where there is no written examination (e.g. project module, 100% CA module). It is the responsibility of the student to **register for** and take all required components of the module. For deferrals granted in semester 1 and semester 2 the next available sitting is normally the August sitting. All details are provided on the exams page of the ITB website (www.itb.ie) and it is the responsibility of the student to check the website and apply on time for the next available sitting to avoid incurring late application charges. Applications for the August sitting are made on line via the exams page of the ITB website (www.itb.ie) and opens the day that results are issued in June.

Condition 4: Period of duration of “Deferral”

When a written examination is deferred, the marks obtained in the continuous assessment (CA) are carried forward to be included in the overall result when the written examination is taken at the next available sitting. The marks of the CA cannot be carried into a subsequent academic year. That is to say that the deferral is only valid for the academic year in which it is granted. Where students do not sit the exam in August, **ALL** assessment components of the module must be taken again including the CA.

Condition 5: Projects or Masters Theses with first sitting date of August

For deferrals granted in respect of assessment results where the first sitting takes place in August, the next available sitting is considered to be January of the following academic year. This would typically concern a project or Masters thesis. In this instance, if a student, having been granted a deferral, does not register for the module in question for the next available sitting in January then an NP meaning Not Present, will be registered under the student’s academic record for that module. This would have serious consequences, for example, if a student was aiming for an honours or merit/distinction classification, as the NP would preclude the achievement of such.

Condition 6: Fees payable

Fees will be payable to sit the assessment at the next available sitting. Fee details are provided on the exams page of the ITB website (www.itb.ie).

SECTION 3 [Student to complete]

Please state reason(s) for application (supporting documentation should be attached e.g. medical certificate):

I have read and agree to conditions 1 to 6 stated in Section 2 of this form. In particular, I understand that when I defer a final exam, my Continuous Assessment (CA) result is carried forward to the August exam sitting. I have verified that I have passed the CA component of the module(s) concerned. I understand that I must apply to sit deferred assessments at the next sitting and pay the relevant fee.

Student Signature: _____ Date: _____

Students are advised to keep a copy of the completed and signed form.

SECTION 4 [Head of Department to complete]

I have considered this application and reasons given by the student concerned.

I support / do not support this application.

Comments:

Signed: _____ **Date:** _____
Head of Department