

Appendix XXX – Policy on Absence from Assessment



Policy & Procedure Title:

SETU Carlow Policy & Procedure on Absence from Assessment(s)

Effective Date	1 st December 2018	Version	4.0
Approved By	Academic Council Governing Body	Date Approved	26 th November 2018 29 th November 2018

Form(s)	Responsibilities/ Owner
Request for Deferral and/or Absence from Assessment Form	Academic Staff Head of Department/Faculty/Campus
SETU Carlow Medical Certificate (Final Examination) Form	
Superseded or Obsolete Procedures	
Version 03 – October 2016 - Policy reviewed to reflect requirements under Equality Diversity & Inclusion and GDPR	
Version 02 - January 2015 – Policy review to update legislation reference and reflect changes to title of Faculty	
Version 01 - March 2014 – Policy review to include changes to Medical Certificate Form	

Introduction

This policy applies to learners who have been absent from a continuous/terminal assessment, including terminal examinations¹.

South East Technological University Carlow (here on referred to as SETU Carlow) adopts the policy regarding the assessment of learners in line with the ESG Guidelines 2015 as amended (Section 1.3 Student Centred Learning – Teaching and Assessment) and QQI's Core Statutory Quality Assurance (QA) Guidelines) 2016 as amended.

All SETU Carlow learners are entitled to fair and reasonable notice of continuous/final assessment dates, times and methods.

Internal examiners (in the case of continuous assessments) and SETU Carlow's Examinations Office (in the case of terminal examinations) shall establish an accurate and transparent mechanism to confirm attendance at continuous/final assessments (for example a procedure where the learner signs in for the examination on an attendance register).

Failure to Attend Continuous/Final Assessment(s):

If an SETU Carlow learner is absent from a scheduled continuous and/or final assessment, (including a terminal examination), they shall not receive any mark for that assessment.

A learner who has been absent from a scheduled continuous and/or final assessment, (including a terminal examination), may apply to SETU Carlow and ask that the relevant Board of Examiners take into consideration the documented reason(s) for absence(s) from assessment(s) during the academic year.

The learner may apply to SETU Carlow to:

- (a) have their examination result in the relevant module(s)/stage deferred until they are given the opportunity to complete the relevant re-assessment in that module(s)/stage².

and/or

- (b) take the documented reasons for absence into consideration in coming to a decision on the learner's overall result in a module(s), award classification and/or GPA (Grade Point Average).

¹ Assessment describes any processes which evaluate/judge the outcome of learner learning (knowledge, skills and competencies), by comparison with a standard based on appropriate evidence.

² Please note that re-assessment options vary from programme to programme and special regulations on an Approved Programme Schedule may limit the availability of re-assessment opportunities.

In order to make such an application, the learner must complete the SETU Carlow Request for Deferral and/or Absence from Assessment Form and submit the form to the relevant Faculty Office at latest, by 1st June in the relevant academic year.

The learner is required to state clearly the reason(s) for absence from such assessment and supply documentary evidence, which must be attached to the form.

The form and relevant documentary evidence shall then be brought to the attention of the relevant Board of examiners, which shall consider the documented reason(s) for the absence. The following may also be taken into consideration by the Board of Examiners:

- the learners' performance in other modules,
- their attendance and participation throughout the year,
- stage of study and
- any other factors it considers relevant.

The circumstances which are likely to be considered as reasons for deferral or when coming to a decision on the learner's overall result in a module, award classification and/or GPA include, but are not limited to the following;

- a period of absence from SETU Carlow for serious personal/medical/family /business reasons or
- circumstances in which a learner is representing their country, region, county or SETU Carlow.

If the learner is absent from a final examination for medical reasons, the approved SETU Carlow *Medical Certificate (Final Examination) Form*, (available in Appendix 1), completed and signed by a medical practitioner, must be submitted to the Faculty Office for the attention of the Examination Board, in advance of the examination if and where possible. The circumstances which are unlikely to be considered as reasons for deferral or when coming to a decision on the learner's overall result in a module, award classification and/or GPA include, but are not limited to the following:

- Minor illnesses such as a common cold;
- Holidays during the academic year;
- Multiple assignments due/assessments at the one time;
- Failure to plan study schedule;
- Debs/weddings/social events;
- Election/campaigning commitments.

Submission of the Request for Deferral and/or Absence from Assessment Form_only ensures that the Board of examiners have access to all extenuating circumstances in relation to a learner. The final decision in relation to the above lies with the Board of Examiners. However, a learner may request a review of the decision of the Board of Examiners, through SETU Carlow's Policy & Procedure for Re-checks/Reviews. At all

stages during the process, learners are to have regard to the policies and procedures set out in the Learner Handbook.

Request for Deferral and/or Absence from Assessment Form (Includes Medical & Non-Medical Grounds)

This form should be completed when:

A learner has been absent from a scheduled continuous and/or final assessment, (including a terminal examination) and wishes to apply to SETU Carlow to

- (a) have their examination result in the relevant module(s) deferred until they are given the opportunity to complete the relevant re-assessment in that module(s)/stage³.
and/or
- (b) take the documented reasons for absence into consideration in coming to a decision on the learner's overall result in a module(s), award classification and/or GPA.

Guidelines for Completion:

- All parts of the form must be completed and signed by the learner and submitted to the Faculty office by 1st June at latest in the relevant academic year.
- Supporting documentary evidence should be produced by the learner to support the application.
- Learners to ensure they are aware of the SETU Carlow Policy on Absence from Assessment(s).
- Please note that as per SETU Carlow's Policy on Absence from Assessment(s) when an assessment is missed, no mark is awarded for that assessment. Submission of this application form only ensures that the Board of examiners have access to all extenuating circumstances in relation to a learner. It does not mean that marks or academic standing will be changed.

³ Please note that re-assessment options vary from programme to programme and special regulations on an Approved Programme Schedule may limit the availability of re-assessment opportunities.

SECTION A - TO BE COMPLETED BY THE LEARNER

Name	
Learner ID Number	
Date of Birth	
Programme Code	
Programme Title	
Academic Year	

SECTION B - TO BE COMPLETED BY THE LEARNER

Module title/s	Stage	Type of assessment	Date of assessment	% for Assessment	Documented Reason for Absence (Documentation <u>must</u> be attached)	Request for Deferral Yes or No Module or Stage
1.						
2.						
3.						
4.						
5.						
6.						

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SECTION C – DECLARATION TO BE SIGNED BY THE LEARNER

I declare that the information provided by me on this form is true and accurate and I hereby authorise the University to contact the appropriate authorities to verify my absence(s)

Signed:

Date:

SECTION D – DECLARATION TO BE SIGNED BY THE CHAIRPERSON OF THE BOARD OF EXAMINERS

The foregoing application and documentation has been taken into consideration in coming to a decision on the learner's request for a deferral and/or the learner's overall result in a module(s), award classification and/or GPA.

Signed:

Date:

Appendix 1

SETU Carlow Medical Certificate (Final Examination) Form

Instructions for Learners:

- In the event that you, a learner of SETU Carlow:
 - Will miss/has missed any end of module examination(s) due to illness, and wish to have your module deferred or
 - OR
 - Will attend/has attended any end of module examination(s), but nonetheless wishes to have considered by the University's Examination Board an illness experienced on the day of such examination(s),
 - you are required to submit this form, completed and signed by you and your medical practitioner, to the Faculty Office for the attention of the Examination Board.
- This form must be completed and submitted in advance of the examination(s), if and where possible. If the certificate is not completed and submitted in advance of the examination(s), then you must give reasons for this in the space provided in Section A.
- You should note that submission of a medical certificate for the period of the examination(s) does not automatically entitle you to a deferral of your examination(s).
- The decision to defer an examination(s) is entirely at the discretion of the Examinations Board, which will consider the nature, length, and seriousness of the illness and any other factors it considers relevant.
- The University reserves the right:
 - to contact the medical practitioner named on this form in order to more fully ascertain the nature of the illness

AND/OR

- to request you to attend the University's medical practitioner.

Your signature below will provide consent for either or both of the above.

SETU Carlow Medical Certificate (Final Examination) Form

Section A: To be completed by the Learner:

Learner Name: _____

Learner Number: _____

Programme: _____

Year of Study: _____

Examinations Affected by Illness	Date of Examination

Where a medical certificate is not submitted in advance of the examination(s), please give reasons below:

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Signed: _____ Date: _____

Section B: To be completed by the Medical Practitioner:

☐ I hereby certify that is/was **unable to attend**
SETU Carlow for their **end of module examination(s) as specified above** on
..... due to
.....

or

☐ I hereby certify that is/was suffering from
..... on the date(s) of their **end of module examination**
(s) as specified above on

Medical Practitioner Stamp:

Additional Information (if relevant):

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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Signed: _____ Date: _____