

FAQs for Postponement of Assessment/Consideration of Extenuating Circumstances

What is a Postponement of Assessment?

If you know **in advance** that you will not be in a position to submit or take your assessment when scheduled then you may request a postponement of assessment/examination.

I want to postpone my Assessment/Examination, what do I do?

Complete and submit a R-33 Application for Postponement Form two weeks before the due date of the assessment.

Do I need to print and sign the form?

No, you do not need to print the form. The form is available in both Word and PDF formats. It can be downloaded and completed electronically. It can be signed through inserting a digital signature or alternatively sending it from your DCU student email address to examinations@dcu.ie

Do I need to attach supporting documentation?

No you do not need to attach supporting documentation. The requirement to submit supporting documentation for postponements and extenuating circumstances has been temporarily suspended.

How do I submit the form?

Please email the form to examinations@dcu.ie

What if I miss the deadline for submission of Postponement?

You should submit an Extenuating Circumstances form.

What are Resit Category 2 modules?

A small number of modules are designated as Resit Category 2. These are modules which are 100% Continuous Assessment and a resit of the assessment is not possible in August. The resit category is listed on the module descriptor. You can access module descriptors here <https://www.dcu.ie/registry/modules.shtml> If you postpone a Category 2 module, you will need to retake the module again in its entirety in the next academic year.

Can I postpone my Semester one, Semester 2 and my August resit now?

You will need to complete a separate form for each diet of examinations. These can be submitted at any time, before the deadline of the specific semester that you are looking to postpone.

Please note: If you postpone your August resit attempt, you will be required to register for the full module again in the next academic session. You will be required to take all assessment elements for the module (no elements are carried forward). You will (in most cases) not be eligible to progress to the next academic year and you will not be able to graduate. There may also be fee implications.

If I postpone my assessment what happens to my overall grade?

Your overall grade is only calculated once you have completed all module assessments for the first time. The overall grade will be deferred until this time.

November 2020

Extenuating Circumstances

What are extenuating circumstances & what do I do?

Extenuating circumstances are circumstances which have impacted on your ability to complete your assessment/examination. These may or may not be directly related to COVID-19 (eg accident, illness, bereavement). If these are relevant to you, please complete an R-30 form as per instructions below by the date shown on the form.

Is the COVID-19 emergency an extenuating circumstance?

The University recognises that all its students face challenges completing assessments in the present circumstances. The existence of the COVID pandemic is not required to be brought to the attention of the DCU. However, if you feel that COVID-19 pandemic has impacted more significantly on you then you may wish to bring this to our attention.

I haven't been able to access teaching normally?

The University recognises that all students have experienced a change to normal teaching methods, to a lesser or greater extent. Every effort has been taken to minimise the impact on students. Where your circumstances are such that this has significantly impacted on your ability to complete the assessment you may wish to bring this to the attention of your Progression and Award Board through the extenuating circumstances (R30) form.

When do I need to complete an extenuating circumstances (R30) form?

Where your circumstances are such that this has significantly impacted on your ability to complete an assessment you may wish to bring this to the attention of your Progression and Award Board through the extenuating circumstances (R30) form.

Do I need to print and sign the form?

No, you do not need to print the form. The form is available in both Word and PDF formats. It can be downloaded and completed electronically. It can be signed through inserting a digital signature or alternatively sending it from your DCU student email address to the examinations@dcu.ie

Do I need to attach supporting documentation?

No you do not need to attach supporting documentation. The requirement to submit supporting documentation for postponements and extenuating circumstances has been temporarily suspended.

How do I submit the form?

Please email the form to examinations@dcu.ie

What if I miss the deadline for Extenuating Circumstances?

Continue to email the form however there is no guarantee that it will be able to be considered by the Progression and Award Board.

What happens if I fail my resit in August?

If you fail your August resit attempt, you will be required to register for the full module again in the next academic session (year). You will be required to take all assessment elements for the module (no elements

are carried forward). You will (in most cases) not be eligible to progress to the next academic year and you will not be able to graduate. There may also be fee implications

What is the first attempt rule?

DCU calculates your average for the year and your overall grade (H2.1, H2.2 etc) based on the first attempt at your modules. When you postpone or are granted a Deferral (D) or Ill (I) grade due to extenuating circumstances this is not counted as an attempt. Therefore, the next time you take the assessment is counted as your first attempt.