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 an R-33 Application for Postponement Form by 30th April 2020.

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 relevant contact.

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 the relevant contact below:

<table>
<thead>
<tr>
<th>DCU Business School</th>
<th><a href="mailto:Janetta.MeszaroSOva@dcu.ie">Janetta.MeszaroSOva@dcu.ie</a></th>
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<tr>
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<tr>
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What if I miss the deadline for submission of Postponement?

You should submit an Extenuating Circumstances form.

If I postpone my Semester 2 assessment when do I complete this?

Postponement means postponing to the next available opportunity as per the academic structure of your programme. Within an academic year this is determined by the Resit Category of the Module. The resit category is published on the module descriptor. You can access module descriptors here https://www.dcu.ie/registry/modules.shtml

Can I choose to postpone until August?

Yes, you can choose to postpone until the next available opportunity, although students should carefully note the potential implications of this decision. The next available opportunity is in August for the majority of modules (except Resit category 2). This will be the final attempt for this module in this academic year.

29 May 2020
Do I need to Register for my resit module(s)?

There will be no need to register for resit modules; this will happen automatically.

Is there a fee to Resit failed/postponed module(s)?

There will be no fees for either resitting exams or for taking them for the first time in August

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

Can I postpone my August resit?

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 when 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.

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 26th May 2020.

Is the COVID-19 emergency an extenuating circumstance?

The University recognises that all its students face challenges completing alternative assessments in the present circumstances and has set out to take account of this in the setting of those alternative assignments and the arrangements for completion. 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 postpone your assessment (R33) or to bring this to the attention of your Progression and Award Board through the extenuating circumstances (R30) form.

29 May 2020
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 relevant contact.

Do I need to attach supporting documentation?

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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. 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.

What has changed in the first attempt rule in 2020?

In 2020, DCU has made a change to the first attempt rule if you have failed a module this academic year. If you pass all August resits, instead of using the first attempt mark, your average will be calculated using the

29 May 2020
minimum pass mark (usually 40) for any failed Semester 2 modules for the purposes of determining your overall grade (H2.1, H2.2 etc).

**Do I need to Register for my resit module(s)?**

There will be no need to register for resit modules; this will happen automatically.

**Is there a fee to Resit failed/postponed module(s)?**

There will be no fees for either resitting exams or for taking them for the first time in August.