



Application for Postponement of Assessment / Examination - R33

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1. Guide for Application for Postponement of Assessment / Examination

In circumstances where students are completing assessments for August Resits remotely in challenging circumstances, the University has made modifications to the process for applying for postponement of assessment. Students can choose to postpone the assessment for one or more modules. No supporting documentation is needed to support this application. Students should carefully note the next available opportunity to take the assessment and factor in the implications when deciding to postpone.

This form should be completed if you wish to postpone August Resit assessments.

This form must be completed and submitted by 5pm on Monday 3rd August 2020. After this date should exceptional circumstances arise, you must complete an extenuating circumstances form (R30) in order to have these considered by the Programme Chairperson / Progression and Award Board.

This form can be completed in Word or PDF, you do not need to print or post this form. You must then email the form to the Student Awards Team in the Registry at examinations@dcu.ie. Please ensure to include your Programme of Study and your Year of Study in the Subject Line of email, for eg BS year 1.

Open Education students should email the form directly to connected@dcu.ie

You are expected to take the assessment/examination at the next opportunity available to your programme of study. This form covers one semester assessment/examination session only. If you wish to postpone more than one session you must submit a separate form for each session.

Postponement of examinations/assessment does not extend the overall maximum registration period (Marks & Standards Section 5).

Registry will send you an email confirming that your application has been received and processed.

Please note this process cannot be exercised by Postgraduate Research (PGR) Students.

Your submission will be treated as strictly confidential.

Dublin City University is not responsible and shall not be bound by errors in or omissions from this publication; the University reserves the right to revise, amend, alter or delete programmes of study and academic regulations at any time by giving such notice as may be determined by Academic Council in relation to any such change.



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2. Application for Postponement of Assessment / Examination Form – R33

Submit by email to:	<ul style="list-style-type: none"> •Student Awards Team, Registry; examinations@dcu.ie (Please ensure to add your programme of study and year of study in the subject line. (for eg BS Year 1) •Open Education office (for Open Education Students only); connected@dcu.ie
Deadline:	5pm on Monday 3 rd August 2020

All relevant sections of this form must be completed, legibly.

Section A: Student Details

Surname:	First Name:
Student ID Number:	DCU Email Address:
Programme of Study:	Year of Study: (State whether 1 st , 2 nd , 3 rd Continuous, etc.)
Year of First Registration on Programme:	

Section B: Details of Examinations/Assessments for which postponement is requested

Module Code	Module Title	Type of Assessment (e.g. CA, Exam etc.)	Date of Exam or Submission of Assessment

To be signed by Student

I confirm that the information given in this form is true and factually correct. I understand that this information may be disclosed, where absolutely necessary, to academic and administrative staff of the University directly involved.

Student Signature: _____ Date: _____

Insert digital signature or send from student dcu email address

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Non-EU/Non-EEA Postponements Guidelines for Students

For the August resits assessment sessions 2020, postponements may be applied for through email. The forms can be downloaded in Word or PDF format and can be completed from any location and returned by email.

Where a student may need to complete any aspect of their postponed module in the academic year 2020/21 the following should be noted.

Non-EU/Non-EEA students are permitted entry into the country on the basis of 'full-time' study at an institution. Their continuing stay in the country depends on this status remaining unchanged. For the purpose of study at DCU, 'full-time' study represents a full diet of modules or full-time research, as undertaken by full-time students taking part in the relevant programme.

The Irish Naturalisation and Immigration Service (INIS) is the body that stamps the students' passports to allow them remain in the country as continuing students. This body has the right to deny this residency to any student that is not taking part in a full-time programme of study in Ireland. The University cannot influence this decision. You should therefore be aware that the consequences of postponing an assessment or examination might be:

- INIS may ask you to leave the country and return for the deferred examination / assessment at the appropriate time or submit the assessment remotely. Depending on the individual module, this may be in the next academic session.
- If the next available opportunity for the module is in the next academic session, you will be required to register as a repeat student for the full module, including retaking all assessment components (see Section 7 of University Marks & Standards)

We would therefore strongly recommend that the request to postpone a module or assessment be only submitted under extreme circumstances. DCU cannot take any responsibility for the decisions taken by the INIS or Department of Justice.

Official Use only:

Excel ITS Email

Maximum Registration Period Checked	
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(see year of first registration on page 2)