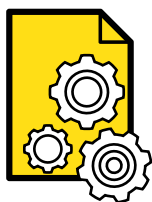


Important information from the Exams Office, AnSEO - The Student Engagement Office & Registrar's Office to help guide you through the results process in these very different times.

PLEASE NOTE

This document is intended as a guide to help you better understand your assessment results. It is for information purposes only. Further information can be obtained from [CIT Exams website](#). It is your responsibility to abide by the deadlines outlined and contact your academic department to discuss specific queries in relation to your results. This information provided was correct at time of publication. Information is being updated regularly as the current situation evolves. Please ensure you keep checking for updates on this link and in all other links referred to herein.



Following what has been a very challenging time for students and staff of CIT, as we worked through the various challenges that the COVID-19 lockdown presented us with, we have prepared a special edition of our annual Just Ask about Results information document to assist you, our students, get to grips with your upcoming assessment and exam results and navigate your way through this process.

FIRST THINGS YOU NEED TO KNOW:

- **Provisional module results** will be released on **Thursday, 18 June, 2020** to give you the best opportunity to contact your module lecturers should you like some additional feedback on your module marks. Lecturers will be available by email on Thursday, 18 and Friday, 19 June, 2020.
Important: Don't panic yet if you are not happy with what you see...
- **Your full set of results** will be released on **Wednesday, 24 June 2020**, allowing you to see your overall result and stage classification - this may include pass by compensation.

**IF YOU PASSED ALL OF YOUR MODULES AND ARE HAPPY WITH YOUR RESULTS...
CONGRATULATIONS, HAVE A GOOD SUMMER!**

IF YOU ARE NOT HAPPY, READ ON...

- There will be reassessment opportunities (Autumn Repeats) during the coming months.
- CIT has put in place additional helpful measures recognising the changed circumstances that all current students have had to contend with this year due to COVID-19.
 - For Autumn 2020 examination session only, CIT will allow a student who has no credits outstanding from any previous stage of their programme to progress to the next stage of that programme, while carrying 10 credits from the current stage. **This is to be avoided if at all possible...take the reassessment route and try to get those credits behind you!**
 - If you would like to **repeat to improve** a mark that you are not happy with, even though you passed the module, we will be giving you that opportunity too.
- **No matter what your results are like, you have options.**
- **It is really important that you keep reading this document and all CIT information relating to assessment and exams, stay in contact with your academic department, keep checking your @mycit.ie emails, and use the Virtual Helpdesk.**



WE ARE HERE TO HELP! - VIRTUAL HELPDESK

If you can't find the answer to your query in this Just Ask! about Results document there will be a **Virtual Helpdesk** operating from Thursday, 18 June to Friday, 26 June, 2020.

Academic Success Coaches will be available on [email](#) and phone to help you with resolving your query, deciding on your next steps and directing you to the relevant academic departments/services.

Further information on the virtual helpdesk at end of this document.

It is important to note that detailed conversations on an individual student's results can only happen with the individual student concerned. While we welcome general information queries from our students' significant others such as parents, partners etc. and recognise how they can be really helpful in terms of enabling supportive discussions at home, we cannot disclose any detail relating to individual student results.



2020 is a year that has brought a whirlwind of change for everyone in the CIT community. This guide will help you with any queries you may have in relation to your exam results. **Please note that your Students' Union are always here to help!** We are still working hard remotely to ensure you get the clarity you need on the next step of your third level journey. All you have to do is Just Ask!

AISSLING O'MAHONY, CIT Students' Union President

NOW, FOR MORE DETAIL...

HOW TO ACCESS YOUR RESULTS ONLINE

This year, provisional module results will be released on Thursday, 18 June 2020 before the full set of results are released on Wednesday, 24 June, 2020. This gives you the opportunity to contact your module lecturer/academic department on Thursday, 18 and Friday, 19 June, 2020 by email should you wish to discuss your module mark. During this time, lecturers are not in a position to discuss examination board decisions and the effect these decisions will have on your overall result.

Important note: An email from the Exams Office to your @myCIT email will contain full details on how to access your module results. Guidance on how to view your results online can also be accessed by [clicking here](#).



When you look at your results on Web4 on Thursday 18th June, your average grade or the overall classification of your 2020 grade will not be shown. You will need to wait until your full set of results are released to see your overall grade. This may include pass by compensation.

CAN'T SEE YOUR RESULTS?



Information on how to view your results online is [here](#). If, having read this information, you still require technical support, then please email IT Service Desk at servicedesk@cit.ie, quoting your student number.

Remember, if unpaid fees on your account, a hold will have been placed on your results.

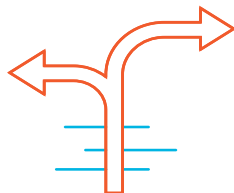
Details of the hold are provided on your online Web for Student Results Page – click

“View Holds”. Your results will be released on payment of fees. This process can take up to five working days from payment date. Queries regarding fees should be addressed to fees@cit.ie, quoting your student ID number.



PASSED ALL OF YOUR MODULES?

Congratulations on successfully completing this academic year! All of your hard work has paid off and you can enjoy your summer holidays. If you are progressing to the next year of your studies, we look forward to welcoming you back to CIT in September.



NOT HAPPY WITH YOUR RESULTS?

Don't panic, you have options... If you failed a module(s) you will, in most cases, be afforded a reassessment opportunity over the summer months. Your academic department will confirm your reassessment requirements. If you are a final year student, you will need to pass all modules before being eligible to graduate.

DON'T UNDERSTAND YOUR RESULTS? READ ON...

UNDERSTANDING YOUR RESULTS

The standard pass mark for a module is 40. On passing a module, the Institute records your achievement and awards you the number of credits assigned to the module. A mark of less than 40 indicates that you have failed the module unless you are eligible to pass by compensation. You will have to be re-assessed in ALL modules you have failed. Generally, you have the option (subject to compliance with module reassessment requirements) of being reassessed in the Autumn. For Autumn 2020, reassessment means submitting course work or doing a repeat exam or possibly a combination of both.

You will need to complete this work in July/August.

All students who need to repeat in Autumn 2020 will be automatically enrolled for Autumn 2020. When the exam timetable is ready, students will get an email with a link to the timetable website. Further details about Autumn Exam timetables can be found by [clicking here](#).

[CIT Examinations website](#) has a lot of useful information which can help.



PART-TIME STUDENTS

Please note you have to present your full set of module marks for a stage before compensation can be considered.

EXAMINATIONS RESULTS CODES

There may be codes on your results, this table explains most of these codes.

Overall Result	Description
H1	First Class Honours
21	Second Class Honours Grade 1
22	Second Class Honours Grade 2
DT	Pass with Distinction
M1	Pass with Merit Grade 1
M2	Pass with Merit Grade 2
PS	Pass
EX	Failed some modules - repeat required
AB	Not present at any assessment
WD	Withdrew
WH	Withheld
FL	Fail
DE	Deferred
CO	Progress with Credits Outstanding
CP	Cannot Progress
Module Result	Description
NA	Not Applicable - no overall result
I	Deferred
X	Exempt
NP	Not Present
C	Compensation
W	Withdrew



FAQS

Just **ASK!** about...
Results

**JUNE
2020**

(a): 'WH is written on my transcript and I can't see my results, what does this mean?'

If WH is written in your transcript, it means that there is a query about some aspect of assessment submitted and you will need to contact your Head of Department to clarify what the issue may be.

(b): 'One of my modules is NP. What does this mean?'

NP (Not Present) means you did not submit for any of your assessments in this particular module. This counts as an attempt. Generally, you have the option (subject to compliance with module reassessment requirements) of being reassessed in the Autumn.

COMPENSATION EXPLAINED:

Compensation only occurs at the end of a stage. Compensation to pass a stage can only be applied to module results in the same Progression and Awards Board sitting. **Compensation will not be visible on Web4 until the overall results are released on Wednesday, 24 June.**

On completion of your Semester 2 modules, an exam board considered your overall performance during the year. If you are eligible to compensate on the failed module(s) a "C" appears next to your mark on your overall results and you can progress to the next year of your programme. This will happen automatically. Normally you will be able to compensate failed modules and progress only if:

- ALL your module marks from both Semester 1 and 2 are 35 or greater;

and

- Looking at both Semester 1 and 2 results, you have no more than 20 ECTS (typically 4 five credit modules) between the two semesters with marks in the range 35-39;

and

- You have passed and satisfied additional criteria in ALL of the remaining modules;

and

- The surplus of the marks in the passed modules being presented in the current sitting is at least double the deficiency in the failed module.

Please Note: Some modules have restrictions and will not be eligible for compensation. For further information regarding compensation contact your academic department. [CIT Exams website](#) has a lot of useful information which can help.



FAQS

(c): 'I got 25% in one module and passed all my other modules. Can I compensate?'

Unfortunately, in this case, compensation is not an option for you, as your grade in the failed module is lower than 35%.

If, having presented for the repeat exam/assessment in the failed module, you fail again in the Autumn, you may then become eligible to "Progress With Credits Outstanding"* into the next stage of your programme. However, you must pass the failed module during that academic year before you can progress any further.

*In normal circumstances, a student who has no credits outstanding from any previous stage of their programme can progress to the next stage of that programme while carrying 5 credits from the current stage. For the **Autumn 2020 examination session only** this regulation will be relaxed, in order to allow a student who has **no credits outstanding from any previous stage** of their programme to progress to the next stage of that programme while carrying 10 credits from the current stage.

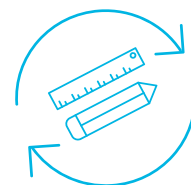
REPEATING

Autumn repeats/assessments/coursework will normally run from Monday 10th to Friday 28th August inclusive for Semester 1 and Semester 2 repeats. It may be necessary to run some exams/assessments in early September.

In almost all cases, repeats will take place remotely through course work assignments and online open-book examinations. In a very small number of instances, some exams/assessments may take place on campus. The decision on arrangements for Autumn 2020 repeats has been informed by Public Health guidelines and Institute considerations.

All students who need to repeat in Autumn 2020 will be automatically enrolled for Autumn 2020 and will receive an email with timetable attached before the end of July 2020.

Having considered the impact of the COVID-19 Crisis and the changed format of teaching, learning and assessment on candidate performance during this period, Academic Council has agreed to provide any student who has attempted but failed a Semester 2 module with the opportunity to repeat it without Additional Academic Penalty (capping) in Autumn 2020.



IMPORTANT: To ensure your Semester 2 repeats in Autumn 2020 are not capped you must register on the [CIT Exams Repeat Information webpage](#) by Friday, 3 July, 2020. Failure to register will result in your Semester 2 repeats being capped.

If you need to re-sit a module/s from a previous academic year, then you must register for this module [through this form](#) on the [CIT Exams Repeat Information webpage](#) by Friday, 3 July, 2020. Any queries should be directed to CIT Exams office by emailing exams@cit.ie.



FAQS

(d): 'What happens if I need to repeat a Semester 2 module?'

In most cases, there will be an opportunity for you to be reassessed in a failed module from Semester 2 in Autumn 2020.

For certain modules, the assessment is inextricably linked to the delivery and so it will be necessary to retake the module in the next delivery period.

Having considered the impact of the COVID-19 Crisis and the changed format of teaching, learning and assessment on candidate performance during this period, Academic Council has agreed to provide any student who has attempted but failed a Semester 2 module with the opportunity to repeat it without Additional Academic Penalty (capping) in Autumn 2020.

IMPORTANT: To ensure your Semester 2 repeats in Autumn 2020 are not capped you must register on the [CIT Exams Repeat Information webpage](#) by Friday, 3 July, 2020. Failure to register will result in your Semester 2 repeats being capped.

(e): 'Can I repeat a failed Semester 1 module without additional academic penalty?'

No. The Institute is aware of the impact which the COVID-19 crisis and/or the changed format of teaching, learning and assessment may have had on your performance in Semester 2 modules. This is why the opportunity to 'Repeat without Additional Academic Penalty' is being given for Semester 2 modules only.who has attempted but failed a Semester 2 module with the opportunity to repeat it without Additional Academic Penalty (capping) in Autumn 2020.

IMPORTANT: To ensure your Semester 2 repeats in Autumn 2020 are not capped you must register on the [CIT Exams Repeat Information webpage](#) by Friday, 3 July, 2020. Failure to register will result in your Semester 2 repeats being capped.

REPEAT FOR IMPROVEMENT [SEMESTER 2 MODULES ONLY]

Due to exceptional circumstances this year, students will be given an opportunity to repeat a passed Semester 2 module for improvement in Autumn 2020. This will be on a 'no detriment basis', i.e. your final mark for the module for 2019/20, as recorded on your transcript, will be the higher of the two marks achieved.

Students who wish to repeat to improve will have to register to do so [through this form](#) on the [CIT Exams Repeat Information webpage](#) by Friday, 3 July, 2020 if they wish to avail of this option.



FAQS

(f): 'Can I repeat a Semester 1 module for improvement?'

No. The Institute is aware of the impact which the COVID-19 crisis and/or the changed format of teaching, learning and assessment may have had on your performance in Semester 2 modules and so the opportunity to 'Repeat for Improvement' applies to Semester 2 modules only, and for Autumn repeat assessment/exams 2020 only.

(g): 'I have failed one module and the module descriptor says that the reassessment requirement is "Repeat the Module". What does this mean?'

This means that you can only repeat by attending all classes in the next academic year. For further information, go to [CIT Exams Repeat Information webpage](#).

(h): 'What will happen if I fail my Autumn repeats? What are my options?'

If you fail one or two of these repeats, the option of "Progress with Credits Outstanding" into the next stage of your programme may be open to you. Otherwise, you may repeat these modules in the next academic year before you can progress to the next stage of your programme. You will find out your results of your Autumn repeats in mid-September.

Please Note: In normal circumstances, a student who has no credits outstanding from any previous stage of their programme can progress to the next stage of that programme while carrying 5 credits from the current stage. For the **Autumn 2020 examination session only** this regulation will be relaxed, in order to allow a student who has **no credits outstanding from any previous stage** of their programme to progress to the next stage of that programme while **carrying 10 credits from the current stage**.

(i): 'I have failed a module (36%) but I haven't received the result of another module yet, as it had to be deferred until Autumn 2020, due to circumstances related to COVID-19. What should I do?'

In this case, you are advised to complete the reassessment for the failed module in August to ensure that you have the best possibility of progressing to the next stage of your programme. While you may qualify for a "Pass by Compensation" in Autumn 2020, based on your full set of results, being awarded this is dependent on the result of your deferred module. If you choose not to re-sit your failed module, there is no guarantee of a "Pass by Compensation" being granted and you risk not progressing to the next stage of your programme. You will receive a separate email about your options; if you don't receive this email please contact the Exams Office by emailing exams@cit.ie.

(j): 'I have failed a module (23%) but I haven't received the result of another module yet, as it had to be deferred until Autumn 2020, due to circumstances related to COVID-19. What should I do?'

In this case, you must be reassessed in the failed module in August, regardless of the result of the module with unknown marks. You will be autoenrolled on the Autumn CRNs for the failed module and the deferred module. The Exams Office will send you an email with a link to your Autumn timetable by the end of July.

(k): 'I want to defer my repeats, how do I do this?'

You should contact your lecturer for the particular module(s) you wish to defer, outlining your reason for deferral supported by verifiable evidence (e.g. Doctor's Certificate). Also include your Head of Department in this email.

DO YOU FEEL YOU SHOULD HAVE DONE BETTER? READ ON...

'Assessment material' is a collective term for exam scripts, assignments, submissions, project work.

REQUESTING A REVIEW OF MODULE MARK



STEP 1: VIEW YOUR ASSESSMENT MATERIAL AND IF YOU BELIEVE THAT YOU DID NOT RECEIVE THE CORRECT MARK, THEN YOU MAY REQUEST A REVIEW OF MODULE MARK.

Please note: Only those modules taken in Semester 2 can be considered for Request for Review of Module Mark in this assessment period. A perceived error in the evaluation of assessment material/ performance allows students to request a Review of Module Mark.

How to view your Semester 2 assessment material:

You will need to submit a request to view your assessment material. Viewing of assessment material will be online and is managed by the Examinations Office. Visit [CIT Exam Results webpage](#) for details of this process and of how to submit the request online.

Be aware that the deadline for submission of requests to view Semester 2 assessment material is Wednesday, 1 July, 2020. Late applications will not be accepted.

Viewing is limited to the current semester assessment material only. When your assessment material is ready for viewing, you will receive an email from the Exams Office.

THERE ARE TWO TYPES OF ERROR THAT CAN OCCUR:

- **Error in Calculation or Recording of Mark:** Where assessment has been correctly marked but the mark has not been correctly included in the calculation of the overall mark. No fee.
- **Error in the Evaluation of Assessment Performance or Materials:** This is when, having viewed your assessment material, you feel that your opinion of the exam material does not match the academic judgement of the examiner. This review involves a recheck of assessment material by an appropriate review examiner to see if the perceived error (as claimed by the student) occurred. Such a claim needs to be supported by evidence or argument and will only be considered if that is provided. Please note that there is a fee of €80 for this type of review, [payable by debit/credit card online](#). Cash payments are not accepted. In the event that your request for this type of review results in an increase in your module mark, your fee will be refunded.



STEP 2: SUBMIT A REQUEST FOR A REVIEW OF MODULE MARK

Having viewed your assessment materials and decided that you wish to request a review of your module mark you must submit a Request for a Review of Module Mark form **within 5 working days of receiving the assessment material** to your @mycit.ie email address from the Exams Office. See [CIT Appeals webpage](#) for details of how to complete a Review of Module Mark request form.

For more information please read the following [Academic Policy Governing Assessment Appeals and Correction of Errors and Omissions in Respect of Assessment](#) (see page 5, 10.3 and page 8, 11.2).

Please note: When requesting the review, you must identify and specify the error you believe has occurred. You cannot request a review simply because you are unhappy with your mark or because your mark is close to a certain grade.

ASSESSMENT APPEALS

Grounds for Assessment Appeals

1. **Extenuating circumstances** which were not known at the time of the assessment, or which were not possible to communicate within the usual timeframe, may be considered by the Assessment Appeals Board or the Chairperson of the Assessment Appeals Board. Students are reminded that extenuating circumstances are normally only considered where departments are notified within the appropriate time limits.
2. **Procedural or administrative errors** on the part of CIT in the conduct of assessment, or in the application of regulations governing assessment.



(I): 'I want to appeal my results – I couldn't submit my lab reports mid-semester due to being ill and I have failed this module. What should I do?'

In general, extenuating circumstances must be submitted in a timely manner so that they can be considered by your lecturer(s) and the appropriate examination board. This is why CIT sent you a reminder about the need to submit your IEC claim in time, and no later than Thursday, 28 May, 2020. You should have contacted the lecturer at the time and submitted an Individual Extenuating Circumstances form and arranged to submit your lab reports as soon as possible.

Please note that evidence relating to extenuating circumstances will not normally be admitted as grounds for appeal, except where it was not possible to submit this evidence for consideration at the relevant Board meeting. [See Section 4 of the [Appeals Policy](#)].

1. Assessment Appeals based on Individual Extenuating Circumstances

In general, Individual Extenuating Circumstances must be submitted in a timely manner so that they can be considered by your lecturer(s) and the appropriate examination board. This is why CIT sent you a reminder about the need to submit your IEC claim in time, and no later than Thursday, 28 May, 2020. Accordingly, this means evidence relating to extenuating circumstances will not normally be admitted as grounds for appeal, except where it was not possible to submit this evidence for consideration at the relevant Board meeting. [See Section 4 of the [Appeals Policy](#)]. If it was not possible for you to submit your IEC claim in time for consideration by the appropriate examination board, and if you wish for your assessment mark to be reconsidered in light of this, then you may wish to submit an assessment appeal based on extenuating circumstances.

All claims relating to extenuating circumstances must be supported by appropriate evidence, supporting documentation and outline clearly why it wasn't possible for you to lodge the documentation at the time. This evidence must be independent and must include all important details such as the nature and dates of the circumstances in question. The Institute reserves the right to seek independent medical opinion.

These appeals are considered by an Assessment Appeals Board who may also seek input from the examining department where appropriate. If your appeal is successful, your fee will be refunded to you. Extenuating circumstances can only be considered for the semester in which they occurred.

For the Assessment Appeal - Extenuating Circumstances Form and more details on the process go to [CIT Appeals webpage](#). The deadline for submission of assessment appeals is **Wednesday, 1 July, 2020**. Please note that there is a fee of €80 for Assessment Appeals, [payable by debit/credit card online](#). Cash payments are not accepted. If your appeal is successful, your fee will be refunded.

If you have any specific queries in relation to the appeals process or review of module mark check [CIT Appeals webpage](#) or email registrar@cit.ie.

2. Procedural or administrative errors on the part of CIT in the conduct of assessment, or in the application of regulations governing assessment.

Where the Institute makes a procedural or administrative error this may in turn have a negative impact on the academic performance of a student. Issues which could give rise to such appeals include the following:

- The assessment/exam was significantly at variance with the module descriptor or the directed course of study;
- There were circumstances in the conduct of the assessment/exam which had a significant adverse effect on the student's performance;
- The student was seriously misdirected on the format of the assessment/exam;
- Examination regulations were not properly applied by the Exam Board;
- Irregularities in the conduct of the assessment/exam were not taken into account by the Exam Board.

SPECIAL NOTE: If a procedural or administrative error on the part of CIT is known prior to the relevant exam board, then the Board should be informed of the error(s) so that it can be addressed where practicable. Where such an error on the part of CIT has been addressed by the relevant exam board, it will not be allowed as grounds for an appeal.

The student has a responsibility to inform the Institute of any known procedural or administrative errors at the earliest opportunity and failure to do so may result in an appeal under these grounds being disallowed.

These appeals are considered by an Assessment Appeals Board who may also seek input from the examining department where appropriate. If your appeal is successful, your fee will be refunded to you. Appeals on procedural/administrative grounds can only be considered for the semester in which the procedural/administrative error is deemed to have occurred.

For the Assessment Appeal – Procedural/Administrative Form and more details on the process go to [CIT Appeals webpage](#).

The deadline for submission of assessment appeals is **Wednesday, 1 July, 2020**. Please note that there is a fee of €80 for Assessment Appeals, [payable by debit/credit card online](#). Cash payments are not accepted. If your appeal is successful, your fee will be refunded.

If you have any specific queries in relation to the appeals process or review of module mark check [CIT Appeals webpage](#) or email registrar@cit.ie.



Please note, if you are considering appealing your results or requesting a review of module mark, it is very important to read the detailed [CIT policies and procedures available](#)



FAQS

(m): 'In an online assessment for one of my modules, there were some technical issues which appeared to be outside of my control and which impacted on my performance in that assessment. I'm disappointed with my result in that module, and I am considering submitting a procedural/administrative appeal. Any advice?'

Students who experienced technical issues in assessment were advised to contact the module lecturer as soon as possible, so that they could look into the matter and so that this issue could be addressed. Please note that it is the student's responsibility to contact the lecturer immediately if and when there appear to be issues with any assessment. It is very important to note this if you are considering submitting a procedural/administrative appeal. Where an error on the part of CIT has been addressed by the lecturer/department and/or by the appropriate examination board, this will not be allowed as grounds for an appeal. The student has a responsibility to inform the Institute of any known procedural or administrative errors at the earliest opportunity and failure to do so may result in an appeal under these grounds being disallowed.

Appeals will only be upheld if it can be demonstrated that the circumstances had a large negative affect on your performance and that no other steps were taken to account for the disruption in the assessment of the material.



EXTRA MEASURES FOR ACADEMIC YEAR 2019-2020

The COVID-19 Crisis has been difficult for everyone this semester. CIT has taken the move to remote teaching, learning and assessment midway through this semester into account when deciding on module marks and overall results. Mindful of the challenges these different times have caused for our students, CIT has taken a number of extra measures that consider the extra efforts made by all to complete their courses of study successfully.

- CIT's Academic Council has directed that every examination board will carefully consider the impact of the **COVID-19 Crisis** and the changed format of teaching, learning and assessment on student performance during this period.
- Supplementary regulations including **additional provisions have been put in place for the consideration of borderline cases**, particularly for award stage candidates.
- Furthermore, the regulation in relation to progression has been relaxed **for this academic year only**.
 - In normal circumstances, a student who has no credits outstanding from any previous stage of their programme can progress to the next stage of that programme while carrying 5 credits from the current stage. For Autumn 2020 examination session only, CIT will allow a student who has no credits outstanding from any previous stage of their programme to progress to the next stage of that programme, while carrying 10 credits from the current stage. **This is to be avoided if at all possible...take the reassessment route and try to get those credits behind you!**
 - If you have achieved 50 or 55 credits during the 2019-2020 academic year and wish to **Carry** the **Failed** module(s) to the 2020-2021 academic year, you must follow the entry procedure as explained on the [CIT Exams Repeat Information webpage](#).
 - We advise students to use all reassessment opportunities to avoid this situation, if possible, as carrying extra credits will add significantly to your workload the following year.
- **Repeat to Improve:** Students will be given an opportunity to be **repeat a passed Semester 2 module for improvement in Autumn 2020**. This will be on a 'no detriment basis', i.e. your final mark for the module for 2019/20, as recorded on your transcript, will be the higher of the two marks achieved. Students who wish to repeat to improve will have to register to do so on the [CIT Exams Repeat Information webpage](#) by Friday, 3 July, 2020.

Please note that these are exceptional measures which Academic Council has approved for the current exceptional circumstances. They are set out in the Institute's [Supplementary Regulations for Modules and Programmes](#) which have been approved by both the Academic Council and the Governing Body for the Summer 2020 and Autumn 2020 Examination Sessions.

LINKS TO IMPORTANT DOCUMENTS & WEBSITES

Academic Regulations and Policies - https://www.cit.ie/aboutcit/reports_plansandpolicies/academic
[Supplement to Regulations \(Marks & Standards\) for Modules and Programmes](#)

[Academic Policy Governing Assessment Appeals and Errors & Omissions Relating to Assessment](#)

[Policy Governing Individual Extenuating Circumstances Relating to Examinations and Assessment](#)

CIT Exams website - <http://www.mycit.ie/examinations>

CIT Exams Repeat Information webpage - <http://www.mycit.ie/examinations/timetables>

How to view your results - <http://www.mycit.ie/examinations.results.how-to-view>

Apply to view assessment material - <http://www.mycit.ie/examinations/results>

CIT Appeals webpage - <http://www.mycit.ie/appeals>

To pay for Assessment Appeals and Reviews - <https://events.cit.ie/index.cfm?page=events&eventId=555>

This document is intended as a guide to help you better understand your assessment results. It is for information purposes only. Further information can be obtained from [CIT Exams website](#). It is your responsibility to abide by the deadlines outlined and contact your academic department to discuss specific queries in relation to your results.

This information provided was correct at time of publication. Information is being updated regularly as the current situation evolves.

Please ensure you keep checking for updates on this link and in all other links referred to herein.



WE ARE HERE TO HELP! - VIRTUAL HELPDESK

Still unsure about who to contact or what to do? Reach out to an Academic Success Coach at our virtual helpdesk who'll work with you to figure out your next steps. <https://studentengagement.cit.ie/asc>

AnSEO – The Student Engagement Office will run a virtual helpdesk from Thursday 18th June to Friday 26th June, 2020. Academic Success Coaches will be available to help you with resolving your query, deciding on your next steps and directing you to the relevant academic department/services.

If contacting the helpdesk by email you must use your **@mycit.ie** email address and give your Student ID Number together with specific details of your query.

For data protection purposes, if contacting the helpdesk by phone you will need to have your Student ID Number as we will need to verify your identity before we can answer your query.

If phonedlines are busy, please be patient. We encourage you to email your query to academicsuccesscoach@cit.ie and we will get back you.

EMAIL ANYTIME:

academicsuccesscoach@cit.ie

HELPDESK LINES OPEN:

June 18th, 19th, 22nd, 23rd,
24th, 25th, 26th

11am - 1pm & 5pm - 7pm

Call: 021 4326300

REPEATING AND NEED SOME ACADEMIC SUPPORT?

Academic Learning Centre (ALC) Summer Programme will run remotely for 4 consecutive weeks from 13 July to 6 August, 2020.

We will be helping students who may be feeling a bit overwhelmed with the current situation and anxious about repeating in certain subjects. ALC lecturers will conduct live online appointments, virtual drop-in sessions, email and discussion fora. The centre coordinators, Joy and Deirdre, will also be on hand to answer student queries and direct them to further help on academic topics. More info to follow. <http://studentengagement.cit.ie/alc>



**Just Ask! is a project of AnSEO - The Student Engagement Office
in collaboration with the Office of the Registrar & VP for Academic Affairs, CIT**

