

Assessment Appeal – Individual Extenuating Circumstances

Semester Two Examination Period – Academic Year 2025/2026

This form should be completed by students submitting an assessment appeal on the grounds of: **Individual Extenuating Circumstances which were not known at the time of the assessment or which were submitted sub rosa.**

Before proceeding with this appeal you must read the following points of information and tick the box to indicate that you have read and understood these points:

- It is the student’s responsibility to consult the [Policy Governing Assessment Appeals and Correction of Errors and Omissions in Respect of Assessment](#)
- Evidence relating to individual extenuating circumstances must be submitted in a timely manner such that it can inform the deliberations of the relevant Module Examination Board and/or Progression and Awards Board. Therefore, evidence relating to extenuating circumstances will not normally be admitted as grounds for an assessment appeal, **unless it can be shown that it was not possible to submit this evidence for consideration by the relevant Board.**
- An Assessment Appeal relating to individual extenuating circumstances **must be supported by appropriate evidence and documentation.** This evidence must be independent and relevant and **must include all important details** such as the nature and dates of the circumstances in question.

I have read and understood the Policy Governing Assessment Appeals and Correction of Errors and Omissions in Respect of Assessment

Student Details

Student Number	
Surname	
First Name(s)	
Department	
MTU Email	
Contact Number	

Programme Details

Programme Code e.g. BAGRI_8_Y4	
Stage (eg. Year 1)	

Module(s) Affected:

In the table below please indicate which modules were affected by the individual extenuating circumstances you have claimed and state which assessment(s) (e.g. final examination, assignment, essay, project, etc) were specifically impacted.

NB: you may write “all modules in stage” or “all modules in semester” on the top line of the table if applicable

Module Code e.g. PSYC6001	Module Title e.g. Introduction to Psychology	Assessment Impacted e.g. Unable to submit final assessment

Description of Individual Extenuating Circumstances

Please describe, in full detail, the individual extenuating circumstances which you claim affected your performance in examinations (e.g. assignment, essay, project, etc). **You must also provide reasons, along with supporting evidence, as to why you were not able to submit evidence of your individual extenuating circumstances prior to the relevant Exam Board meeting.**

Please email the completed form along with supporting evidence to the Office of the Vice President Academic Affairs and Registrar at registrarcork@mtu.ie.

A fee of €80.00 per module applies. Click [HERE](#) to pay this fee.