

### Individual Extenuating Circumstances

#### Assessment Appeal – Individual Extenuating Circumstances

Autumn Examination Period – Academic Year 2024/2025

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 **Assessment Appeals Guidelines** and the [MTU Assessment Appeals Policy](#)

- It is the student's responsibility to consult the Assessment Appeals Guidelines and the MTU Cork Campuses Assessment Appeals Policy.
- 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.

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.

(See Section 10.2 in the link below): [MTU Assessment Appeals Policy](#)

- If you wish to appeal on the grounds of "Extenuating Circumstances" you must provide reasons (and supporting evidence) as to why you were not able to submit the evidence on extenuating circumstances prior to the relevant Board meeting. [See Section 10.2 of the [MTU Policy Governing Assessment Appeals v1 1 -\(1\).pdf](#)

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

#### Student Details

Student Number	
Last name	
First name(s)	
MTU email	
Address	
Contact Number	

## Programme Details

Student's Current Programme Code <i>e.g.</i> BAGRI 8 Y4	
---	--

Stage (e.g Year 1)		Semester (e.g, Semester 1)	
--------------------	--	----------------------------	--

**Module(s) Affected:**

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

Module Code	Module Title	Impact on Assessment
e.g PSYC 6001	e.g Introduction to Psychology	e.g Unable to submit final assessment

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

[illegible]

### Description of Individual Extenuating Circumstances

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

--

When you have completed this form, please email it, along with supporting evidence as required, to the Office of the Registrar at [registrarcork@mtu.ie](mailto:registrarcork@mtu.ie).

A fee of €80.00 applies to this appeal. Click [here](#) to pay this fee online.

**Registrar's Office Use Only**

Date Received: \_\_\_\_\_

Fee Received: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

Department Advised: \_\_\_\_\_

Student Advised: \_\_\_\_\_