This form should be completed by students submitting an examination appeal on the grounds of: "Extenuating circumstances (e.g. illness, etc) which were not known at the time of the assessment or which were submitted *sub rosa*.

## IMPORTANT

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 **Examination Appeals Guidelines** and the **CIT Examination Appeals Policy**.
- All claims relating to extenuating circumstances must be supported by **appropriate evidence** and documentation. This evidence must be **independent** and must include **all important details** such as the nature and dates of the circumstances in question.
- In general, evidence relating to **extenuating circumstances must be submitted in a timely manner** such that they can form part of the deliberations of the appropriate Module Examination Board meeting or Progression and Awards Board meeting.
- 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 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.

I have read and understood these points of information

Name in Full:				
Student Number:	E-mail:			
Address:				
	Mobile:			
Course:				
Stage: (Year 1 or 2 etc)	Semester:			
Signature:	Date of Application:			

Please submit a fee of €80.00 with this appeal



## Examination Appeal – Extenuating Circumstances

## Modules/Subjects Impacted :

In as much detail as possible indicate which modules were affected by the extenuating circumstances and state which assessment items (e.g. final examination, essay, project, etc) were specifically impacted\*.

For example:

Module Code	Module Title	Assessment Impacted
PSYC 6001	Introduction to Psychology	Unable to submit first essay

\*Use additional sheets if required

Module Code	Module Title	Assessment Impacted

## **Description of Extenuating Circumstances:**

Please describe, in as much detail as possible, the extenuating circumstances which affected your performance in examinations and/or other assessment items (e.g. essay, project, etc)\*:

\*Use additional sheets if required

For Office Use					
Date Received:		Fee Received:			
		Receipt No:			