



Examination Appeal – Extenuating Circumstances

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: _____

Telephone No: Home: _____ Mobile: _____

Course: _____

Stage: (Year 1 or 2 etc) _____ Semester: _____

Signature: _____ Date of Application: _____

Please submit a fee of €80.00 with this appeal

