

Reassessment of Missed Continuous Assessments

1. Assessment & Reassessment Policy

- (a) At the *start of the term* students will be notified of the *week* that an assessment is to take place.
- (b) *Two weeks* before the assessment students will be notified of the *date, time* and *location* of the assessment.
- (c) Should a student have valid grounds (as per Section 3 below) for missing an assessment he/she *may* be given a maximum of one opportunity to take a reassessment.
- (d) The reassessment can take place in the class room during regular class time or in another suitable location determined by the Lecturer.
- (e) The reassessment to take place at the discretion of the Lecturer who will inform the students of his/her policy regarding when a reassessment may take place, be it within a week of the original assessment or at end of term in week 13.

2. Reassessment Procedure

- (a) This policy document will be available to students on the Academic Learning Centre website. Lecturers may also make it available to students on Blackboard.
- (b) This policy document contains an *official form* which the student must complete and submit with *supporting evidence* to the Lecturer within 3 days of the original assessment date.
- (c) The completed form to be kept on file by the Lecturer.

3. Grounds for Reassessment

An application for the reassessment of a missed assessment will be considered by a Lecturer within the Department of Mathematics if the application before him/her satisfies *at least one* of the following criteria:

- (a) Recent death of a parent/guardian, sibling, spouse or child.

- (b) Recent death of a mother-in-law, father-in-law, grandparent/grandchild or any person who was ordinarily resident in the home of the applicant.
- (c) Debilitating illness.
- (d) Circumstances outside the control of the applicant, which make it legally or physically impossible for the student to attend the assessment.
- (e) Wedding of an immediate family member if the wedding date coincides with the assessment date.
- (f) Other circumstances which the Lecturer considers to be analogous to any of the above.

4. Grounds for Refusal for Reassessment

- (a) Doctor or dental appointment
- (b) Holiday
- (c) Driving test
- (d) Sports fixtures
- (e) Weather
- (f) Late bus
- (g) Vehicle breakdown
- (h) Date, time, location mix-up
- (i) Other circumstances which the Lecturer considers to be analogous to any of the above.

Note: CIT's *Extenuating Circumstances Policy* document contains more extensive lists of both the grounds for accepting and rejecting an application for reassessment.

Students should note carefully that if their application for reassessment is unsuccessful the mark awarded for the original assessment is zero.

Department of Mathematics, Cork Institute of Technology

Application for a Reassessment of a Missed Assessment.

Name: _____

Student Number:

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Phone Number: _____

Module Title & Module Code: _____

Module Lecturer's Name: _____

Original Assessment Date: _____

Grounds on which the application is being made (as per section 3): *circle the appropriate letter(s)*

(a) (b) (c) (d) (e) (f)

Declaration

I declare that the material provided with this application is a true and accurate representation of the circumstances on which the application is based.

Signed _____ Date _____

The following **must** accompany this form:

- A detailed personal statement of the circumstances on which this application is based.
- Detailed supporting documentation (e.g. medical or other certificates)