

Department of Mathematics, Cork Institute of Technology

Departmental Guidelines Regarding Missed Continuous Assessments

1. **Scope**

This guidelines document relates to modules for which the Head of the Department of Mathematics is Module Coordinator. For each CIT module, the name of the Module Coordinator is given on its approved module descriptor.

2. **Related CIT Policy**

This guidelines document should be read in conjunction with the CIT Individual Extenuating Circumstances (IEC) policy. The CIT IEC policy can be accessed via <http://www.mycit.ie/extenuatingcircumstances>

3. **Assessment timings**

At the start of the semester, students will be notified of the week in which each assessment for the module is to take place. Two weeks before the assessment, students will be notified of the date, time and location of the assessment.

4. **Applying for a reassessment of a missed continuous assessment**

- (a) If a student believes that he/she has valid IECs (as per CIT's IEC policy) which have caused him/her to miss an assessment, he/she may apply for a maximum of one opportunity to take a reassessment.
- (b) For further information on circumstances that qualify as IECs and on circumstances that do not qualify as IECs, please refer to Section 2 of CIT's IEC policy.
- (c) If the student decides to apply for an opportunity to take a reassessment, he/she should follow the procedure set down in Section 4.2 (Informal Claim Phase) of CIT's IEC policy. For the student's convenience, an application form is attached to this departmental guidelines document. Note that this guidelines document and the application form are available on the Department of Mathematics website <http://mathematics.cit.ie>
- (d) Appropriate corroborating evidence (e.g. medical certificate for illness) will normally be required to support the application.
- (e) The completed application must be submitted to the module lecturer within three working days of the original assessment date.

Continued overleaf

5. Review of the application

(a) The module lecturer will review the application in accordance with CIT's IEC policy. The review process may involve consultation with the Head of Department of Mathematics/Class Coordinator/Head of Programme Department.

(b) If the IEC claim is deemed valid, then the module lecturer *may* offer the student an opportunity to take a reassessment. In this case, the Department of Mathematics will decide the date, time and venue for the reassessment. The reassessment shall normally take place within eight working days of the date of the original assessment.

6. Please note:

The Department of Mathematics reserves the right not to offer a reassessment opportunity, even if an IEC claim is deemed valid, in certain situations. The following is an indicative list of factors which are taken into account:

- Timing of the missed assessment
- Percentage of the module mark which is allocated to the missed assessment
- Duration of the missed assessment
- Modality of the missed assessment

If a student's request for a reassessment opportunity is not granted, it is still open to the student to make a formal claim for consideration of IECs by the relevant Module Examination/Progression & Awards Board.

Application form overleaf

Department of Mathematics, CIT

Application for a reassessment of a missed assessment

Name: _____

CIT ID: _____ Class: _____

Phone number: _____

Email: _____

Module code and title: _____

Module lecturer's name: _____

Original assessment date: _____

Please explain the circumstances which caused you to miss this assessment:

Have you attached supporting documentation? _____

Declaration

I declare that the information provided in this application, together with any supporting documentation provided, is a true and accurate representation of the circumstances on which this application is based.

Signed: _____

Date: _____

FOR OFFICE USE ONLY

Departmental recommendation

IEC claim valid? _____

Reassessment given? _____

Additional comments _____

If a reassessment is given, then the following should be completed:

Date of reassessment: _____

Time of reassessment: _____

Venue for reassessment: _____

Lecturer's Signature: _____ Date: _____