Request for deferral of examination(s) Procedure

Quality Assurance Area Code:	EXAM
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1. Purpose

To outline the application process for requesting a deferral of an examination or assessment in a module(s).

2. Scope

This procedure applies to all registered students of the Institute

3. Reference Documents

Marks and Standards

4. Procedure Description

4.1 Introduction

A student may request a deferral of an examination sitting or an assessment due to a sudden unavoidable event that prevents them from being present at the exam centre. It applies to the following reasons

a) Bereavement
b) Accident
c) Illness
d) Other personal disruption

4.2 Application for a deferral

Requests for a deferral should be made online at the following link:

"https://online_forms.formstack.com/forms/it_sligo_request_for_deferral_form" within 4 days of the last timetabled exam.

Documentary or 3rd party evidence corroborating the request must accompany the deferral request, for example, doctors/hospital certificates, signed employer letter, death notices.

Once the deferral has been approved, a charge of **€150** will be applied to the student's account, this fee includes the re-registration fee (€50) for the deferred module(s). This fee covers one or more modules. The student will automatically be registered for all deferred modules, where deferrals have been approved, for the next available sitting of said modules.
Students will receive an email when the fee has been applied to their account. All outstanding fees **must** be paid in full, online before the end of the academic year (Sept-Aug). Outstanding fees will prohibit students accessing results/graduating.

4.3 Review of Deferral Request

A deferral committee consisting of the Registrar's office and one Head of Department from each school is convened. The Deferral Committee will review the applications and supporting documentation and will decide whether the deferral request meets the criteria as outlined above.

The student will be notified by e-mail of the decision.

The Examination Secretary on behalf of the committee will also notify school administration of approved applications for the deferral to be recorded in Banner.

In the event that the request for deferral is denied, an administration fee of **€25** will be applied to the student's account.

5.   **Records Generated by this Procedure and their location.**

Deferral request information will be stored electronically by the examination office.

6. Revision History

Rev No	Description of Change	Issue Date
000	New doc	23/09/05
001	Delete 4.4	3/03/07
002	Changes to 4.1, to 4.4 & 4.5	08 April 08
003	Changes to 4.5. Approved at Selection Admissions Examinations & Standards Committee	3/12/2010
004	Changes to 4.1, Changes to 4.2, Changes to 4.4 Approved at Selection Admissions, Examinations & Standards Committee 23/05/2013	23/05/2013
005	Changes to 4.2 and 4.5	May 2016
006	Change to 4.1	Dec 2016
007	Change to use electronic application system and application fee	May 2019
008	Change to when fee is applied to student's account in line with current practice.	12/06/20