

Request for Consideration by the Exam Board(s)

Quality Assurance Area Code	EXAM
Written by:	Eileen Curley, Registrars, Quality Office
Head of Function responsible:	Academic Administrative Manager
Approving Authority:	VP Academic Affairs and Registrar

1. Purpose

To outline the process to request special consideration at an exam board meeting of circumstances that may have adversely affected exam performance and/or course work assessment.

2. Scope

2.1 This procedure applies to a student who contends their exam performance was adversely affected due to:

- a. Bereavement
- b. Accident
- c. Illness
- d. Other personal disruption, or
- e. Disorganisation of the examination process

2.2 Examination' refers to any summative assessed work that contributes to the determination of, or forms part of, an ATU Sligo

3. Reference Documents

ATU Marks and Standards Policy

4. Procedure Description

4.1 A request must be made online at the following examinations page of the ATU Sligo Website :

[Exam Procedures and Forms - Atlantic Technological University Sligo \(itsligo.ie\)](http://itsligo.ie)

within 3-4 days of the last timetabled exam as specified on the academic calendar.

4.2 The Head of Department will review the request prior to the Exam Board and will present a synopsis at the Exam Board for consideration. The outcome will be recorded on the Broadsheet.

5. Records

Information will be stored on a GDPR compliant medium. Records will be kept in line with the ATU record retention schedule.

6. Audit System

The Chairperson will review the applications to ensure that the procedure has been correctly followed.

7. Revision History

Revision No	Description of Change	Issue Date
001	Application Dates and No.	10 May 2002
002	Fee to be charged	23 September 2005
003	Remove Paragraph 4.6	8 April 2008
004	Remove Paragraph 4.4 Change to paragraph 4.3/4.5	27 February 2009
005	Changes to paragraphs 2,3, 4.1, 4.4, 5	10 December 2014 after AC of 5 December 2014
006	Minor revision noted by Academic	28 January 2015
007	Processes Committee Change to 4.1	December 2016
008	Change to application process	May 2019
009	Change to align with ATU Fee Schedule	1 Sept 2023