

Title: Teagasc Procedure for Applying for an Extension or Deferral of Assessment

Purpose

To ensure fair and consistent assessment of learning, Teagasc enforces a strict deadline policy. However, there may be occasions when extenuating circumstances affect a learner's ability to complete an assessment.

Scope:

This procedure applies to all further education and training provision provided by Teagasc centres or other centres who deliver Teagasc Programmes whether accredited or unaccredited.

This procedure outlines how learners may apply to defer an assessment activity (i.e., complete the assessment at a later date) due to temporary, exceptional circumstances that prevent them from undertaking a specific assessment at the scheduled time.

This can be used for assignments as part of Teagasc courses if extenuating circumstances apply. Please read the explanations below and complete the application.

Extenuating circumstances are circumstances that temporarily prevent completion of or seriously impair performance of an assessment activity. To be considered “extenuating” circumstances must be:

- Beyond the learner’s control
- Have a significant impact on performance

Extenuating circumstances do not exempt the student from an assessment but can be used as grounds to apply for an extension to an assessment deadline.

Learners wishing to apply for an extension to an assessment submit the completed form together with evidence, supporting documentation or reasons for the extension to the Course Coordinator. Sufficient evidence or rationale must be submitted with the application for the extension to allow for a fair decision. The Course Coordinator must inform the assessor of the application. Learners unhappy with the decision can appeal using Teagasc’s Appeal process.

Teagasc Education may enable learners who have been prevented from undertaking a specific assessment activity or who feel their performance is seriously impaired because of exceptional circumstances to apply to defer the assessment i.e. to be allowed to complete the assessment activity on another occasion.

The following are examples of circumstances under which a provider may consider giving compassionate consideration to the learner:

- a physical injury or emotional trauma during a period four to six weeks previously
- a physical disability or chronic or disabling condition such as epilepsy, glandular fever or other incapacitating illness of the learner
- recent bereavement of close family member or friend
- severe accident
- domestic crisis
- terminal illness of a close family member
- other extenuating circumstances.

Compassionate consideration requires the learner to provide appropriate evidence / documentation e.g. a statement from a medical practitioner.

Instructions: Submit this application to the tutor and a copy kept by Course Coordinator

Official use only – place this copy in learner file					
Received by				College / Centre stamp, date & initial.	
Result of application	Accepted		Rejected		
Signed (Tutor)					

[illegible]

Student ID								
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[illegible]

Date of application			/		/	20		
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Submission Deadline			/		/	20		
Requested Extension			/		/	20		

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Learner signature		Date:	

NOTE: SUBMIT THIS FORM TO THE TUTOR BEFORE THE DEADLINE

