

TU DUBLIN STUDENT EXAM FORM GUIDE

WHAT SHOULD I DO IF?

AN EMERGENCY HAS IMPACTED MY EXAMS



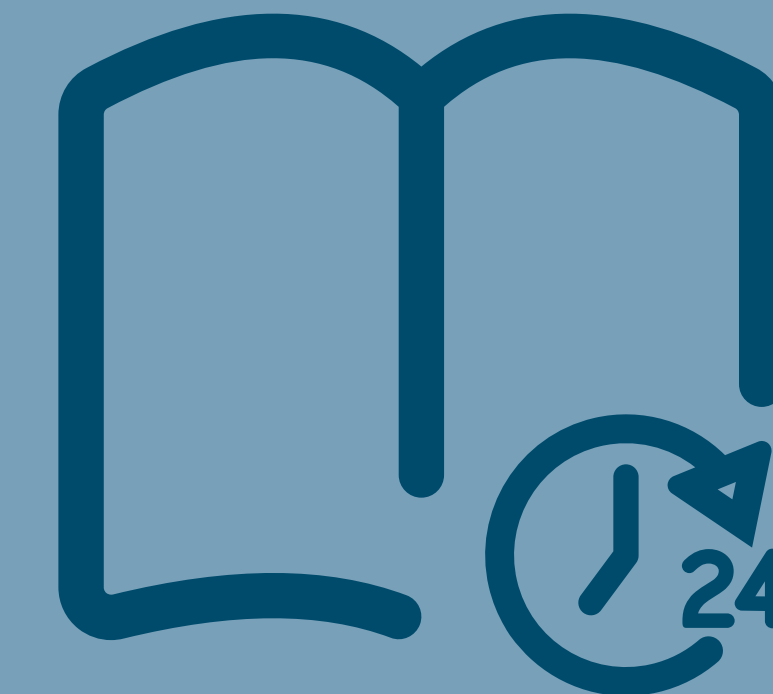
- Due to serious and unforeseen factors, my performance in an examination or assessment was adversely affected and/or I was unable to submit an end of semester assessment. I wish the assessment board to take these factors into account when judging my exam performance or the lack of submission of the assessment.
- Click [here](#) for **Forms** and further details of this process.
- You should complete the “Extenuating Circumstances” form and accompanying “Professional Opinion Form” and submit both to Academic Affairs within three days of the scheduled exam or assessment hand-in date.
- Please be aware there are significant supports available to you in the University. For more information, please see Students in Concern/Distress Guide.

I NEED TO DEFER AN ASSESSMENT OR EXAMS



- I have engaged with my programme throughout the semester, but due to personal circumstance, I would like to defer an upcoming assessment(s), project or examination(s).
- You should complete an online “Assessment Deferral Form” and submit to school.
- Click [here](#) for **Forms** and further details of this process.
- Unhappy In Course/Thinking of Leaving: Refer to “Thinking of Leaving” Guide; Refer to Career Coach and/or Programme Coordinator/Student Hub.
- If you are feeling unwell or have personal circumstance that are affecting your coursework please refer to Students in Concern/Distress Guide for support and assistance for your situation.

I NEED TO DEFER MY STUDIES



- I have not been able to engage during the semester due to ongoing issues and I would like to defer all my modules to the next academic year. You should complete an online “Defer Studies Form” and submit to school.
- Mental Health/Well-being:** TU Dublin Student Counselling Service and/or TU Dublin Student Health Centre
- Physical Health/Illness:** Refer to TU Dublin Student Health Centre, Contact Emergency Services (Ambulance 999/112)
- Financial Concerns and/or Homelessness:** Refer to TU Dublin Financial Aid and/or TU Dublin Accommodation Services or local TU Dublin Students’ Union/Student Hub
- Family/Relationship Issues or Isolation/Loneliness/Homesickness:** Refer to TU Dublin Counselling Service/ TU Dublin Pastoral Care.
- Sexuality:** Refer to TU Dublin Counselling Service or TU Dublin Student Health service.
- Discrimination/Racism:** Refer to TU Dublin Students’ Union or TU Dublin Student Counselling Services.

BEAR IN MIND

The university has, in limited circumstances, an option to “carry a module”; this should be discussed with your Programme Coordinator