

PERSONAL CIRCUMSTANCES FORM

FORM P/C 1

Should be submitted together with the Professional Opinion Form

Notes

TU Dublin Assessment Regulations, among other things, make provision for an Assessment candidate who feels that personal or other serious difficulties, for example accident, illness or bereavement, which were largely unforeseen and adversely affected their performance in an assessment and wishes to bring this to the attention of the Examination Board. It should be noted that the Examination Board will normally require the student to complete the learning outcomes for a module.

The purpose of this PC1 Form is to determine if a student should undertake an alternative form of assessment or if a student's next attempt at an assessment/Examination will be considered as their first attempt or second (or subsequent) attempt. The PC1 Form cannot be used to alter a mark or exempt a student from completing the learning outcomes of the programme. Personal Circumstances as envisaged under this regulation relate to serious adverse factors only.

Situations that the PC1 Form should **not** be used include: Reporting Quality Assurance Issues, Concerns relating to general work pressure, Informing the College of Personal Disruptions (Holidays / Weddings etc), Informing the College about Financial Constraints, Making excuses for missing assessments / Examinations / deadlines, Complaining about tight deadlines, Complaining about lecturing standards.

The form must be supported by independent authoritative evidence and must be completed and returned to the Examinations Office within the following timescales:

- (i) In the case of course work and attendance at mandatory classes, the deadline for submitting a Personal Circumstances form is normally not later than three working days after the scheduled hand-in date for the assignment
- (ii) In the case of Examinations, the completed form should be submitted normally not later than three working days after the last Examination taken

In presenting the independent authoritative evidence the Professional Opinion (PO) form may be used to accompany the PC1 form or, if not possible, do so on headed notepaper containing the relevant information in the manner and form requested on the PO form.

A Professional Authority is regarded for the purposes of this form, as any professional individual who has dealt professionally with the student submitting the PC1 form and is aware of the personal circumstances leading to the student submitting the PC1 form and is aware of the personal circumstances outlined. (Ref: Section 4).

The Personal Circumstances Form and supporting evidence should be sent to the Examinations Officer (see Examination Officer details below). The subject line should be clearly marked 'Personal Circumstances' and include the Student Name, Student Number and Programme of Study. It is the candidate's responsibility to ensure the form is submitted on time, within the three day timeframe allowed.

Please complete this form in **LEGIBLY** in **BLOCK LETTERS** or in **TYPESCRIPT**.

1. Name: _____

Student Number: _____

Correspondence
Address: _____

Telephone Number(s): _____

E-mail: _____

2. College: _____

School/Department: _____

Programme: _____

Module(s) included for these Personal Circumstances:

Year / Stage: _____

Academic Session: 20____ (Sessional / Supplemental / Semester) [*delete as appropriate*]

3. DETAILS OF PERSONAL CIRCUMSTANCES

Please note that the University treats all information provided with strict confidence. Specific details on the nature of your circumstances are not required. Please indicate the category that best describes your circumstances. (Note that a professional authority must confirm this).

Period affected by the circumstances:

From: _____ To: _____

Physical Injury, Illness, accident or hospitalisation

Family Illness

Bereavement

- Other Personal or emotional Circumstances
- Victim of Crime
- Technical Issues/ Failure (specify below)
- Other (specify below)

Specify the Examination(s)/assessment(s) / mandatory class affected by the circumstances:

Please summarise for the Examination Board how you consider your adverse circumstances affected your performance:

- 4.** Independent written supporting evidence is required. Please include the source of supporting evidence you are attaching and keep a copy of all supporting evidence submitted.

TU Dublin Health Centre / Medical Practitioner

TU Dublin Counselling Service/ Mental Health Professional

Garda / Fire Services Office

Priest / Chaplain / Cleric

Examinations Representative

IT Helpdesk

Other (please specify) _____

5. In relation to the General Data Protection Regulation (GDPR) 2016, the Privacy Notice related to this Personal Circumstances Form is available at:
<https://www.tudublin.ie/explore/about-the-university/academic-affairs/quality-framework/city-centre-quality-assurance/gdpr/>

I understand that the above personal data will be received by Examinations Office staff and provided to the relevant University staff, as outlined in section 13.1 of TU Dublin's Assessment Regulations [here](#). I understand that Personal Circumstances forms will be retained on file in electronic and/or paper format in the relevant Examinations Office until 3 months following consideration at an Exam Board and the Appeal application period, following which they will be confidentially destroyed, unless they go on to form part of documentation related to an Appeal.

Signed _____ Date: _____
Candidate

2. For Official Use Only

Received by Examinations Office:

Date: _____

Signed: _____

Received by Programme Chair / Examination Board Chair:

Date: _____

Signed: _____

Exams Office - Aungier Street, Bolton Street, Grangegorman

Tel: +353 1 220 6001

Aungier Street: exams.aungierst@tudublin.ie

Bolton Street: exams.boltonst@tudublin.ie

Grangegorman: exams.grangegorman@tudublin.ie

Conservatoire: registrations.conservatoire@tudublin.ie