

## EXTENUATING CIRCUMSTANCES FORM

### EC FORM

Should be submitted together with the Professional Opinion Form

#### Notes:

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

**The purpose of this EC 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 EC Form cannot be used to alter a mark or exempt a student from completing the learning outcomes of the programme. Extenuating Circumstances, as envisaged under this regulation, relate to serious adverse factors only.**

Situations that the EC Form should **not** be used for include reporting quality assurance issues, concerns relating to general work pressure, informing the University of personal disruptions (holidays/weddings etc), informing the University about financial constraints, providing unsupported reasons for missing assessments/examinations/deadlines, complaining about tight deadlines, complaining about lecturing standards.

The [EC Form](#) is available for download on the website. It must be supported by independent authoritative evidence (i.e. a completed **Professional Opinion Form** – also available at the above link). **Both forms** must be completed and returned, by email, to Academic Affairs at [ecforms@tudublin.ie](mailto:ecforms@tudublin.ie) within the following timescales:

- (i) In the case of course work, the deadline for submitting an Extenuating Circumstances form is normally the same as 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 Form may be used to accompany the EC form or, if that is not possible, it should appear on headed notepaper, containing the relevant information, in the manner and form requested on the Professional Opinion Form.

The provider of independent authoritative evidence shall be, for the purposes of this form, any professional individual who has dealt professionally with the student submitting the EC Form and who is aware of the extenuating circumstances leading to the student submitting the EC Form and who is aware of the personal circumstances as they are outlined in the EC Form. (Ref: Section 4).

The Extenuating Circumstances Form and supporting evidence should be completed and returned, by email, to Academic Affairs at [ecforms@tudublin.ie](mailto:ecforms@tudublin.ie) in **MS Word or pdf format** only. It is the candidate's responsibility to ensure the form is submitted on time, within the timeframe allowed. **As the forms may contain sensitive personal data, students are advised not to copy other email addresses on the forms being submitted.**

**EXTENUATING CIRCUMSTANCES FORM**  
**EC FORM**

**Section 1 - Personal Details**

Name:

Student ID number:

Telephone number(s):

TU Dublin Email Address:

**Section 2 - Programme Details**

Campus: (tick appropriate box)    Blanchardstown ☐                      City ☐                      Tallaght ☐

School:

Programme Name:

TU Programme Code:                       Stage/Year:                       Academic Session:

Semester: (tick appropriate box)                      Semester 1 ☐                      Semester 2 ☐                      Supplemental ☐

Module(s) included for these Extenuating Circumstances:

Please specify the examination(s) /assessment(s) affected by the circumstances (with dates\*\*)

Examination/Assessment Title	Date or Due Date**

**\*\*Include the date of the examination(s)/assessment(s) or due date of the assignment**

### Section 3 - Details of the Extenuating 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).

Physical injury, illness, accident, or hospitalisation  
Family illness  
Bereavement  
Other personal circumstances  
Victim of crime  
Technical issues/ failure (specify below)  
Other (specify below):


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

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### Section 4 – Source of Independent Authoritative Evidence

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

Medical Practitioner  
Counselling/ Mental Health Professional  
Garda / Fire Services Officer  
Examinations Representative  
IT Helpdesk  
Other (specify below):


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### **Section 5 – GDPR and SIGNATURE**

The [Data Protection Notice for Students](#) is available on the TU Dublin website. The University's lawful basis for the processing of the personal data in this form is Performance of a Contract. Personal data contained in this document will be held by the Data Controller for the duration of time determined in the University's Data Retention Schedule.

Any queries regarding this form can be directed to Academic Affairs at [ecforms@tudublin.ie](mailto:ecforms@tudublin.ie)

**Signed:**

**Student**

**Date:**