

STATUTE 12.4 - ADDITIONAL ASSESSMENT

Further components of assessment

- 12.4.1 (1) A further component of assessment may be administered by the examiners to any student, before publication of the result of assessment in question if the examiners are in doubt as to-
- (a) whether the student has passed or otherwise satisfied their requirements; or
 - (b) the grade to be awarded to the student.
- (2) A further component of assessment administered under this section may be in any form and subject to any conditions specified in the details of subjects or determined by the examination board.

Supplementary components of assessment

- 12.4.2 (1) Subject to section 12.4.3 a supplementary assessment may be administered at the direction of the appropriate faculty to a student in any subject who has not passed or otherwise satisfied the examiners in that subject.
- (2) Unless the appropriate faculty directs otherwise, a supplementary assessment consists of a three hour formal written examination paper under supervision in February of the year following the year in which the assessment is made.

Availability of supplementary assessment

- 12.4.3 (1) Supplementary assessment is not available otherwise than under section 12.4.6 in respect of assessment in any year unless the appropriate faculty so decides.
- (2) A statement of whether or not supplementary assessment is available otherwise than under section 12.4.6 must be published with the details of subjects for each faculty.
- (3) Any statement published under sub-section (2)-
- (a) may specify conditions applicable to the supplementary assessment; and
 - (b) must specify every subject, Year, degree, diploma or preliminary course within the faculty in which supplementary assessment is not available.

Grounds for special consideration

- 12.4.4 Special consideration in respect of assessment may be given to a student if-
- (a) the student's work at any time during the academic year has, to a substantial degree, been hampered by illness or other cause; or
 - (b) the student has been prevented by illness or other cause from preparing or presenting for all or part of a component of assessment; or
 - (c) the student was to a substantial degree adversely affected by illness or other cause during the performance of a component of assessment.

Applications for special consideration

- 12.4.5 (1) Subject to sub-section (4), an application for special consideration in respect of assessment must be made in writing to the academic registrar in a form prescribed by the academic registrar after consultation with the appropriate faculty and must be supported by a medical certificate or report or other evidence relevant to the ground on which the applicant relies.
- (2) Subject to sub-section (4), any application for special consideration under paragraph 12.4.4(a) must be made at any time during the academic year being not later than three days after the date specified for the performance or submission of the final component of assessment in the relevant subject, Year, degree, diploma or preliminary course.
- (3) Subject to sub-section (4) any application for special consideration under paragraph 12.4.4(b) or (c) must be made at any time not later than three days after the date specified for preparing, presenting or performing the component of assessment in question.
- (4) The academic registrar may accept an application made otherwise than on the prescribed form or after the time prescribed in sub-section (2) or (3) for the making of the application in question, if the academic registrar is satisfied that it was not reasonably practicable for the application to have been made on the prescribed form or at an earlier date, as the case may be.
- (5) The academic registrar must transmit every application received under this section to the appropriate faculty.

Dealing with applications for special consideration

- 12.4.6 (1) A faculty which receives an application for special consideration made in accordance with section 12.4.5 may-
- (a) decide to give special consideration to the applicant; or
- (b) refer the application to the appropriate examination board.
- (2) If a faculty decides to give special consideration to an applicant it may direct the examination board to-
- (a) take into account the matters raised by the applicant in relation to the component of assessment in question; or
- (b) administer to the applicant a further or supplementary component of assessment in accordance with section 12.4.1 or 12.4.2; or
- (c) extend the time for completion and submission by the applicant of any component of assessment; or
- (d) do more than one of the things prescribed in paragraphs (a), (b) and (c); or
- (e) do none of the things prescribed in this sub-section.
- (3) If a faculty refers an application to an examination board under sub-section (1), the examination board may decide to give special consideration to the applicant and, if it does so, may do any of the things prescribed in paragraphs (2)(a), (b), (c) or (e) of this section as if it had been directed to do so by the faculty.

Applying for extensions of time in subjects

- 12.4.7 (1) Notwithstanding any other provision of this statute, applications for special consideration in respect only of extensions of time in subjects within a particular department may be made to the chairperson of the examination board at any time and in any form the chairperson determines unless the academic registrar directs otherwise.
- (2) A determination under sub-section (1) by the chairperson of an examination board must be published in a form readily accessible to students not later than two weeks after commencement of teaching in the subject.
- (3) The requirements of sub-section (2) are satisfied by displaying a copy of the determination on appropriate faculty and departmental notice boards.

[am approved by Minister 13/3/08]