APPLICATION FOR AN IRREGULARLY SCHEDULED ASSESSMENT/TEST



## THIS FORM CAN BE USED TO REQUEST AN ASSESSMENT/TEST BE SAT OUTSIDE THE SCHEDULED ASSESSMENT/TEST PERIOD

### Please use BLOCK/CAPITAL letters, indicate with “N/A” where questions are not applicable and tick boxes where appropriate.

* Please submit the completed form to the Academic Enabling Support Centre **NO LATER THAN THREE WORKING DAYS** after the date of the relevant scheduled assessment/test
* **Make sure that you have attached: Documentary evidence supporting your application**

#### STUDENT DETAILS This Section Must Be Completed

**Student Identification Number:**

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**TITLE** e.g. Mr/Mrs/Ms **SURNAME/FAMILY NAME GIVEN NAME(S)**

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| **Academic Enabling & Support Centre** | | | **Course:** |  | |
| Home Tel: | | Work Tel: | | | Mobile: |

# You are required to check your Notre Dame student email account on a regular basis.

**Advice on this application will be sent only to your NOTRE DAME email account.**

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| **UNIT(S) IN WHICH ALTERNATIVE ASSESSMENT/EXAM IS REQUESTED** | | | | | | **OFFICE USE** |
| **SEMESTER**  **e.g. (15S1)** | **UNIT CODE** | **UNIT TITLE** | **ASSESSMENT/TEST DATE & TIME** | **NAME OF ASSESSMENT** | **LECTURER’S NAME** | **DATE OF ARRANGED ASSESSMENT** |
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| TO BE COMPLETED BY THE STUDENT  Grounds for application for an application for an alternative assessment/test MUST have supporting documentation |
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#### SIGNATURE OF

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**STUDENT Date (dd/mm/yyyy):**

I hereby apply for an alternative assessment/test in the above unit(s) as I will not / did not complete the assessment/test (or requirements) due to circumstances beyond my control. The grounds for my claim are set out above (or in an attachment) and **all supporting certificates and other documentation are attached**. **I certify that the details that I have provided in this form are correct and complete.**

##### TO BE COMPLETED BY Coordinator, Enabling Program:

APPROVED – DATE TO BE ADVISED DECLINED

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| **Coordinator, Enabling Programs**  **Signature:** |  | **Date:** |  |

ADVICE ON THE SUCCESS OF THIS APPLICATION WILL ONLY BE SENT TO YOUR NOTRE DAME STUDENT EMAIL ACCOUNT

– NO FURTHER ADVICE WILL BE SENT AND NO REMINDERS OF THIS INFORMATION WILL BE SENT. IT IS YOUR RESPONSIBILITY TO ENSURE YOU ARE AWARE OF THE DECISION OF THIS APPLICATION AND THE DATE/TIME OF THE ASSESSMENT/TEST IF APPROVED.