



Academic Quality Framework

Assessment Regulations Part 1

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Guidelines to Handling Violation of Assessment Regulations

1. General Principles of Guidelines

- 1.1 No student shall attempt to infringe any assessment regulations, or the schedule of assessment as set out in the Student Handbook.
- 1.2 No student shall procure or attempt to procure services that are in violation of the regulations, whether on their own behalf or on behalf of any other student. Examples of infringements include plagiarism, misrepresentation to deceive, bribery, collusion, fabrication, falsification, impersonation, contract cheating, and any other forms of deception, including the possession of examination questions in advance of the scheduled sitting of such examination, or the possession of prohibited devices in an examination venue. Infringement of assessment regulations, which constitute unfair practice may be identified or detected:
 - (a) During any forms of assessment for which credit is claimed and obtained.
 - (b) During invigilated assessments (both face-to-face and remotely).
 - (c) During the marking of written examination answer books.

2. Breaches Detected During Submission of Academic Coursework for Assessment

This is dealt with under the Procedures for the Management of Suspected Cases of Learner Academic Misconduct. (To Insert weblink as appropriate)

3. Breaches Detected During Invigilated Assessments

- 3.1 If a breach of the regulations is suspected during an invigilated assessment the Invigilator shall inform the student that the alleged incident will be reported to the Examinations Service.
- 3.2 The Invigilator shall annotate any relevant document(s) and remove any material(s) which form the basis for the suspicion. The student shall be permitted to continue the assessment.
- 3.3 A report shall be prepared by the Invigilator on the Invigilator's Report Form and presented, together with any material(s) confiscated, to the Examinations Service within 3 working days of the alleged breach. The Examinations Service shall seek to have the formal Assessment Panel of Inquiry procedures invoked within 10 days of receipt of the Report Form.

4. Breaches Detected During Marking of Assessments Scripts

If, during the marking of an examination script, an examiner suspects that the student may be guilty of unfair practice a written report shall be compiled by the examiner giving details of the cause for suspicion. The report, together with all materials relating to the incident, shall be presented to the Head of School within 3 working days from the detection of the alleged breach. The Head of School, or representative shall seek, through the Examinations Service to have the formal Assessment Panel of Inquiry procedures invoked within 10 days of receipt of the written report.

5. Breaches Detected After Completion of Assessment Process

- 5.1 If after the completion of the assessment process, evidence emerges of a breach of the assessment regulations, the Head of School shall compile a report providing details of the cause for suspicion and providing all relevant materials relating to the incident.
- 5.2 The Head of School will, through the Faculty Administration, initiate the formal Assessment Panel of Inquiry procedures.

6. Procedures After Notification of an Assessment Breach

- 6.1 If after the completion of the assessment process, evidence emerges of a breach of the assessment regulations, the Head of School shall compile a report providing details of the cause for suspicion and providing all relevant materials relating to the incident.
- (a) the precise allegation(s)
 - (b) the entitlement to present a response orally and/or in writing to the Assessment Panel of Inquiry
 - (c) the entitlement to be accompanied at all hearings conducted by the Assessment Panel of Inquiry, for example, by a TU Dublin SU representative.
 - (d) the Assessment Panel of Inquiry Agenda.
- 6.2 The student shall notify the Faculty Manager at least one working day prior to the Assessment Panel of Inquiry of the name(s) of the person(s) to accompany them and their status.

- 6.3 In circumstances where the outcome of the Assessment Panel of Inquiry may require an alteration of an Assessment Board decision, then the Assessment Board shall reconvene to implement the decision. The Assessment Board shall have no function or authority in determining the facts of a case of an allegation of breaches of the assessment regulations.
- 6.4 A Secretary to the panel shall be responsible for administering the procedures in relation to the Assessment Panel of Inquiry.

7. Assessment Panel of Inquiry

- 7.1 The inquiry procedures shall be carried out by the Assessment Panel of Inquiry composed of:
- (a) Faculty Dean, or Nominee (Chairperson)
 - (b) A Head of School, or Nominee, from a School not involved with the programme. In circumstances where all Schools within the Faculty are involved with the programme, then the Head of School, or nominee, may be drawn from a different Faculty.
 - (c) Two members of academic staff from a School not involved with the module concerned. (Special Note) In cases where the student suspected of a breach of regulation is registered on a programme leading to a joint/multiple /dual award involving TU Dublin and another awarding institution, one of the two members will be from the partner awarding institution.
 - (d) Secretary to the Panel (Normally from Faculty Administration)

7.2 The Head of School, or nominee, responsible for the programme shall present a written report to the Assessment Panel of Inquiry and shall attend the hearing of the Assessment Panel of Inquiry to respond to matters raised by the Panel. A copy of this report shall be provided to the student prior to the first hearing of the Assessment Panel of Inquiry. The Head of School, or nominee, should be present at the Assessment Panel of Inquiry for so long as the student and the student's representative are present.

8. Procedures of the Assessment Panel of Inquiry

8.1 The Assessment Panel of Inquiry shall normally assemble to consider the allegation(s) within 10 working days, following the reporting of the incident. Each case shall be considered separately and based on evidence made available to the Assessment Panel of Inquiry.

8.2 The Head of School or Nominee, and the student shall be entitled to call witnesses and notice of intention in this regard shall be provided to the parties at least one working day prior to the date on which the witnesses are scheduled to attend. The student shall have the opportunity to seek clarification of any witness statements.

8.3 If a student seeks an adjournment in the course of proceedings, this may be granted at the discretion of the Assessment Panel of Inquiry. In such circumstances the duration of the adjournment shall be determined by the Assessment Panel of Inquiry.

8.4 In circumstances where a general breach of the assessment regulations involving a significant number of the students is suspected, then all the students who might be affected by such a decision shall have the right to make submissions to the Assessment Panel of Inquiry before a decision is made. The Assessment Panel of Inquiry may also declare the assessment void in respect of some students only or in respect of all students.

- 8.5 The Assessment Panel of Inquiry alone shall adjudicate on the allegations(s) based on the written and oral submissions made and shall determine the penalty to be applied.
- 8.6 The Chair of the Panel shall seek information from the School and Examinations Service on any previous breaches of the Assessment Regulations. This information should be sought after the panel has considered all other evidence in the case, but before imposing any penalty.
- 8.7 The student and the Examinations Service shall be notified in writing by the Secretary to the Panel of the outcome of the inquiry within 5 working days.
- 8.8 The Faculty Administration shall maintain a record of all proceedings of the Assessment Panel of Inquiry and shall retain relevant materials relating to the inquiry in accordance with university data protection guidance.

9. Penalties for Violation of Assessment Regulations

- 9.1 The Assessment Panel of Inquiry shall determine the actual penalty to be applied, having regard to the seriousness of the incident and the guidelines set out in the following sections. Such penalties may be applied either separately or in combination.
- 9.2 Where the Panel has found a student to be in breach of the Regulations, it will consider any previous breaches by the student prior to determining the penalty.
- 9.3 The Assessment Panel of Inquiry may, at its discretion:
- 9.3.1 Determine that no breach has occurred. In such a case the Assessment Board shall be instructed to consider the assessment results in the normal manner.

- 9.3.2 Issue a written warning to the student. In such a case the student may be informed that the written warning constitutes a formal record of breach of assessment regulations.
- 9.3.3 Deem the student to have failed all or part of the assessments for the stage or year of the programme. In such a case, the Assessment Panel of Inquiry shall stipulate the imposed timeframe before the student is entitled to be reassessed.
- 9.3.4 Determine whether the student shall be ineligible for any special award of the University.
- 9.3.5 Recommend to Academic Council for suspension of the student from all activities of the University for a stated period; In such cases the suspension order shall be signed by the Registrar. Any student who is suspended in an award year will not be eligible for a Merit/Distinction/Honours classification.
- 9.3.6 Recommend to Academic Council the expulsion of the student from the University. In such a case, the expulsion order shall be signed by the President and a zero mark should be recorded against the student's record for the modules concerned.

10. Appeal Against the Decision of the Assessment Panel of Inquiry

- 10.1 A student may appeal against the decision of the Assessment Panel of Inquiry on one or more of the following grounds:
 - (a) Substantive new evidence that was not available to Assessment Panel of Inquiry at the time of its hearing has come to hand.
 - (b) The University's procedures in relation to Breaches of Assessment Regulations were not properly followed.

- (c) The penalty determined by the Assessment Panel of Inquiry is inappropriate in comparative terms with similar cases within the University, of which they are aware.
- 10.2 A student shall have the right to present the case to the University Appeals Committee. Such student shall indicate in the written statement whether they wish to appear and/or be represented by a third party.
- 10.3 An appeal must be lodged in a written statement to the Head of Academic Affairs within five days following the outcome of Assessment Panel of Inquiry. The appeal must be accompanied by the appropriate fee. The written statement which should be no more than 500 words, will specify the ground(s) of the appeal and matters relevant to it. Late appeals will be considered only in exceptional circumstances.
- 10.4 In cases where the student wishing to appeal the decision of an Assessment Panel of Inquiry is registered on a programme leading to a joint / dual award involving TU Dublin and another awarding institution, one of the two members will be from the partner awarding institution.
- 10.5 The Head of Academic Affairs shall be responsible for administering the procedures in relation to an appeal against the decision of an Assessment Panel of Inquiry.

11. **Report to Academic Regulations, Policies and Procedures Oversight Committee**

The Examination Service shall present to ARPPOC each academic year a written summary report on the number of Assessment Panels of Inquiry held within the faculties and the outcomes of these, including penalties imposed. Report from each Head of School on suspected breaches should also be submitted annually.

Procedures Following Publication of Assessment Results

1. Assessment Viewing/Recheck/Remark and Appeals Process

1.1 Following the formal publication of the module assessment results, a student can use the following three stage process to query the results or request feedback on their performance in any assessment that has contributed to the overall mark or grade for the module:

- Stage 1 - Feedback & Viewing of a Completed Assessment Document (e.g., examination script, report, dissertation, and related marking rubric)
- Stage 2 - Recheck of Assessment Results and/or Remark of Assessment Material
- Stage 3 - Appeal of Assessment Result

1.2 Students should engage in the Stage 1 process prior to submitting a formal application for either a recheck or remark of assessment results. An unsuccessful recheck/remark is not a grounds for appeal.

2. Stage 1 - Feedback and Viewing of a Completed Assessment Document

2.1 All students should have the opportunity to receive timely feedback on completed assessments so that they can clearly identify aspects that have been completed satisfactorily and areas that require further work or development.

2.2 Students who wish to discuss the result of any assessment completed during the module may contact the relevant lecturer during the semester, after the marks are issued and/or the grade is determined to obtain feedback.

- 2.3 The Examinations Service will publish a calendar of dates for the publication of assessment results, and each school will publish dates for the viewing of completed assessments documents.
- 2.4 Completed assessment documents include examination scripts, submitted assignments (such as reports, essays, dissertations etc.) and completed assessment rubrics for assessed work such as presentations, performances, artefacts, etc.
- 2.5 Viewing of completed assessment documents and provision of feedback should normally be scheduled within 4 working days of the publication of the results.
- 2.6 The Internal Examiner shall produce the assessed work and/or the assessment rubric and demonstrate to the student the basis on which the marks were lost or gained. If the Internal Examiner is unavailable, a nominee of the Head of School shall undertake this role.
- 2.7 The viewing of the assessment documents and the provision of feedback may be facilitated online. The Internal Examiner will decide whether to provide feedback in person or online. Online meetings shall not be recorded by either the examiner or student.
- 2.8 The purpose of feedback and viewing of assessed work is to:
- 2.8.1 Give guidance to students to enhance future performance or repeat assessment.
 - 2.8.2 Discuss the student attempt and the marking with a view to explaining how solutions might have been structured.
- 2.9 Where the process gives rise to a change of mark, the lecturer will inform the Head of School, or nominee, who will notify the Examinations Service of the changed results, and appropriate amendments to the examination record submitted.

3. Stage 2 - Recheck of Assessment Results and/or Remark of Assessment Material

Recheck is when examination and assessment material are reviewed to ensure the marks have been allocated and totalled correctly. Remark is a process whereby examination and assessment material are corrected (marked) again.

- 3.1 After completing the viewing of the assessment documents in Stage 1, a student may apply, through the Examinations Service, to have the assessment rechecked and/or remarked.
- 3.2 Applications for a recheck or a remark that do not follow the procedures below will be rejected.
- 3.3 The application fees are published annually by the Examinations Service and are only refunded when a student's application is successful. The recheck process determines if all attempted parts of the assessment were marked, and that no computational errors occurred during the marking or the recording of marks processes.
- 3.4 An application for a recheck should only be submitted after the completion of Stage 1. A candidate wishing to have an assessment rechecked should submit the Recheck Form, together with the requisite fee, to the Examinations Service within three working days of completing Stage 1 or within 7 days of the publication of results.
- 3.5 The recheck process shall be carried out by the internal examiner under the direction of the Head of School and may result in one of the following outcomes:
 - a) Mark is unchanged.
 - b) Mark is increased.
 - c) Mark is decreased.

- 3.6 Where the process gives rise to a change of mark, the lecturer will inform the Head of School, or nominee, who will notify the Examinations Service of the changed results, and appropriate amendments to the examination record submitted.
- 3.7 The Head of School, or nominee notifies the student of the outcome of the Recheck process. If the re- check gives rise to a change of mark, the Head of School, or nominee will notify the Examinations Service will update the student record system and reissue transcripts and arrange for a refund of the Recheck fee.
- 3.8 A remark is a reassessment of the material submitted for assessment. The remark process does not apply in cases where the nature of the assessment is such that, to re-mark the work, a resubmission or repeat presentation/performance by the student must take place.
- 3.9 A candidate may seek a remark by submitting the Remark Form, together with the requisite fee, to the Examinations Service within three working days of the date of viewing of the examination script or notification of the outcome from the recheck process or within 7 days of the publication of results.
- 3.10 The Head of School or nominee shall make the necessary arrangements for the re-marking of the assessment.
- 3.11 The remark may result in one of the following outcomes:
- a) Mark is unchanged.
 - b) Mark is increased.
 - c) Mark is decreased.

- 3.12 The Head of School, or nominee notifies the student of the outcome of the Remark process. If the remark gives rise to a change of mark, the Head of School, or nominee will notify the Examinations Service will update the student record system and reissue transcripts and arrange for a refund of the Remark fee.

4. Stage 3 – Appeal of Assessment Result

- 4.1 To appeal a decision of an Assessment Board, a student must submit the online Assessment Appeals Form, with the requisite fee to the Examinations Service, within 5 working days of completing Stage 1, or within 7 days of the publication of results or within 3 days of notification of the outcome of Remark or Recheck application. The appeal application should state the reasons for the appeal and provide any supporting documentation.
- 4.2 The only grounds on which an appeal can be made are:
- 4.2.1 The Regulations of the University and/or any programme specific regulations have not been properly implemented;
 - 4.2.2 Circumstances exist which may not have been specifically covered by the current Regulations;
 - 4.2.3 There is new attested information that was not made available to the Assessment Board for justifiable reason, and therefore was not considered.
- 4.3 Where a student is appealing on one of the grounds above and believes that their assessed work was not marked correctly or the assessment rubric was not appropriately applied, they must first have completed the Remark process in Stage 2 and have been notified of the outcome prior to submitting the appeal application.

4.4 Academic Affairs will establish two separate Appeal Boards to determine the eligibility of Appeal Applications and to consider the Appeals. The Appeal Boards shall be constituted from the pool of all Heads of School (ca. 26 No.) and all Heads of Discipline (ca. 82 No.).

5. Appeals Boards

5.1 Appeal Board shall be constituted as follows:

- Appeals Eligibility Board (4 members)— comprising of four Academic Managers (SL2/SL3 Level) and Head of Academic Affairs shall nominate the Appeals Eligibility Board Chair from among the identified board members.
- Appeals Board (4 members) — comprising of three Academic Managers (SL2/SL3), plus Head of Academic Affairs or Nominee as Chair.

5.2 Any member of the Appeals Panel who was a member of the Assessment Board at which the appellant's assessment results were determined or who was previously involved in any way at an earlier stage (e.g., Recheck, or Remark) of a particular appeal shall not participate in the hearing or adjudicate in the case, other than to present relevant information.

5.3 The Appeals Board(s) shall meet on the scheduled dates and shall hear the appeals presented to it for that occasion and make determinations. All necessary information shall be processed through Academic Affairs and presented in writing to the Board for each hearing.

6. Appeals Process

Stage 1 – Formal Application

On receipt of the formal application to appeal, the students will be advised that:

- a) An appeal may not necessarily be successful and therefore upheld or result in the outcome that the student wishes. The Appeals Board cannot award extra marks where learning outcomes have not been met (i.e., in order for marks to be awarded in an assessment, the student must demonstrate that they have met the learning outcomes that are being assessed)
- b) Where an appeal relates to a failed assessment or examination and in the event that an appeal has not been fully processed when the next repeat opportunity arises, the student should complete the repeat assessment, and this shall not prejudice their appeal.
- c) Where applicable, the student shall be entitled to apply for temporary attendance in the following year of the programme, pending the outcome of the appeals process. If the appeal is rejected the temporary registration shall be terminated.
- d) Where the subject(s) of appeal do not prevent graduation in an award year, the student may choose to graduate per schedule for their programme, or they may choose to defer, pending the final outcome of the appeal process.

All Appeals lodged shall be promptly referred to the Head of School, who shall be responsible for initiating the preparation of a response report to be submitted on the appropriate form. The form together with the report from the Head of School and any other relevant documentation to accompany the appeal shall be referred to Academic Affairs within 8 working days, for forwarding to the Appeals Board.

Stage 2: Consideration of Appeals Eligibility

The Appeals Board shall initially convene to determine eligibility of the appeal, and may determine that:

- The appeal is eligible and should proceed to a full hearing.
- The appeal is ineligible and should be rejected. An appeal shall be deemed ineligible if there are no grounds for appeal, if the appeal form is incomplete, or if the appeal is found to be malicious, vexatious, or frivolous.

Stage 3: Appeals Board Hearing

Where the Appeals Board determines that an appeal should proceed to full hearing, it will notify the Head of School and schedule the hearing. The appeals hearing will normally be scheduled within 15 working days from this notification. The Appeals Board shall consider all evidence (oral and written) relevant to the appeal, and may, at its discretion, consult other parties where appropriate, including:

- a) The Appellant shall be invited to present the case in person to the Appeals Board and shall indicate on the form if they wish to appear and/or be represented by a third party, e.g., TU Dublin Students' Union.
- b) The Head of School, or nominee, shall present at the meeting, the submitted written report to the Appeals Board and respond to any matters raised by the Board.
- c) Internal Examiners may be required to attend and give evidence to the Appeals Boards and prepare any reports requested.

The decisions of the Appeals Board meeting shall normally be formulated in a private session and by consensus. Where the Board does not reach a consensus, the outcome shall be decided by a majority decision.

The Appeals Board shall notify its decision to the Appellant, the Head of School, the Faculty Dean, and the Head of Academic Affairs as soon as possible.

An Annual Report synopsising the decisions of the Appeals Board/Panel will be forwarded to the Academic Regulations, Policies and Procedures Oversight Committee (ARPPOC) for noting. The decisions of the Appeals Board(s) shall be final and binding on the University and the Appellant. However, the approved decision may be subject to appeal through Office of the Ombudsman if the Appellant so wishes.

7. Annual Report

Academic Affairs will produce an annual report specifying by School the number of recheck and remark and review applications received, and the number upheld by Discipline. The purpose of this reporting will be to adjudge the efficacy of the process as part of the continuous monitoring of student experience, and possible insights to areas requiring attention in the overall assessment process.

Extenuating/Special Circumstances Related to Assessment

1. Extenuating Circumstances Affecting Performance in Programme

- 1.1 Extenuating circumstances as envisaged under this regulation are serious adverse and unforeseen factors, which may have affected the student's performance in assessments, such as illness or bereavement.
- 1.2 In cases where a student has a temporary injury or illness (e.g., because of an accident) and requires special accommodation for invigilated examinations, they should immediately contact the School Operations Lead, who will in turn contact the Examinations Service for information on available supports or other courses of action.
- 1.3 It is the responsibility of students to submit to the university any evidence concerning extenuating circumstances, which they believe may affect or have affected their performance, and which they wish the Assessment Board to consider each semester as necessary. In the case of work submitted for continuous assessment the deadline for submitting an Extenuating Circumstances form is normally the same as the scheduled hand-in date for the assignment, unless otherwise stated within the Student Handbook. In the case of invigilated examinations, the completed form should be submitted not later than three days after the date that the student was due to sit their last examination. Only in exceptional circumstances shall information of this nature be considered if presented after the Assessment Board meeting.

- 1.4 An Extenuating Circumstances form ([available online](#)), must be supported by independent authoritative evidence, completed, and returned online to the designated Extenuating Circumstances' email address (ecforms@tudublin.ie) overseen by Academic Affairs. Academic Affairs will upload the Extenuating Circumstances forms to a secure folder, which may be viewed by designated School staff, including the School Operations Lead and the appropriate Head of Discipline.
- 1.5 The Head of Discipline will review the evidence provided and will make a recommendation to the Assessment Board on the case presented.
- 1.6 Based on the recommendation of the Head of Discipline, the Assessment Board may take such action as it sees fit. While there may be an acceptance that extenuating circumstances have resulted in poor performance in assessments, the Assessment Board will require the student to achieve the learning outcomes for a module and hence the extenuating circumstances should not be used to adjust mark/grade. The Assessment Board may make one of the following decisions:
- a) Student may re-take the assessment at the next available sitting (or subsequently) as a first attempt.
 - b) Student is permitted to retain the current award classification as per the approved programme document in accordance with the University's applicable Assessment Regulations
 - c) Student allowed to carry the module to the next academic year as per the approved programme document in accordance with the University's applicable Assessment Regulations.
 - d) An alternative assessment be provided to the student.

Academic Affairs will produce an annual report of the number of EC forms received per programme

Other University Awards

1. Honorary Awards

- 1.1 Recipients of a TU Dublin Honorary PhD Award will normally have or have had a close association with the University. However, this requirement may be balanced by scholarly or intellectual excellence linked to the University's vision to *Create a Better World Together*.
- 1.2 Honorary PhD Awards, DPhil (hc), shall normally be two per year and no more than five in any academic year.
- 1.3 Honorary degrees will be awarded in consideration to our Equality, Diversity and Inclusion principles, and the University will strive to select diverse candidates, with different backgrounds and areas of expertise, including those who are traditionally underrepresented in Higher Education.
- 1.4 An Honorary PhD is the highest honour that the University can bestow and is awarded to those who have made outstanding contribution to the University and/or the broader society. A significant connection to the University in some capacity shall also be considered in the evaluation of nominees.
- 1.5 Members of TU Dublin staff are entitled to nominate persons to be considered for Honorary PhD Awards. Nominations are sent to the President's Office for review by The Honorary Awards Committee.
- 1.6 The Honorary Awards Committee will comprise of:
 - The President (Chair)
 - Registrar & Vice President
 - Vice President for Partnership
 - Two Academic Council Representatives
 - One Governing Body Representative (external)
- 1.7 If considered appropriate, the Honorary Degrees Committee will make a recommendation to Academic Council to approve the Honorary PhD.
- 1.8 Honorary PhD Awards will be noted at TU Dublin's Governing Body.

2. Aegrotat Award

- 2.1 In circumstances relating to assessment towards an award, where the Assessment Board has insufficient evidence to determine a student's final aggregated performance but is satisfied that, except for illness or other valid cause, it is considered likely that the student would have achieved the

designated award standard, the Assessment Board may recommend that an unclassified Aegrotat Award be made.

- 2.2 Prior to making a recommendation of such an award the Examinations Service shall establish that the student has agreed to accept such an award.
- 2.3 A student who accepts an Aegrotat award waives the entitlement to reassessment.
- 2.4 A student who elects to be reassessed rather than accept an Aegrotat award shall waive the entitlement to such an award.

3. Posthumous Award

An award may be conferred posthumously in circumstances where the University considers such an award to be appropriate, following recommendation by the University's Programmes Board and approval by the Academic Council.

4. Revocation of Awards

Academic Council may make recommendations to the Governing Body to revoke any award previously made by the University and all the associated privileges, if it shall be discovered at any time, and proven to the satisfaction of the University, that the award is found to have been obtained by fraudulent means or by deception, including unfair practice and plagiarism, or that the basis of the award is found to be invalid.

Supporting Students with a Disability

1. Consideration of Students with Disability

- 1.1 It is University Policy to facilitate by all appropriate means, wherever possible, the enrolment and participation of students with a disability in university programmes. This will be in line with applicable provisions in the University Practices of Equality, Diversity, and Inclusion (EDI). Consequently, the University maintains a robust [Code of Practice for Disability Support Services](#).
- 1.2 For students to have their disability recognised by the University, they must register with the Disability Support Service and provide medical documentation or psycho-educational reports. In circumstances where, because of disability, a student is unable to undertake assessment by the means defined for the stage/year then that student may apply to the disability service to have arrangements put in place. Arrangements may include the following:
 - a) Additional time may be permitted for the completion of an invigilated assessment or for the submission of work for continuous assessment; only with pre-approval from relevant lecturer for in-term continuous assessments.

- b) Special facilities such as braille, audiotape, or computer, with or without specialised software, will be provided, as appropriate, and in designated Examination Venue as an alternative to a printed examination paper and/or answer books.
- c) The employment of supports such as scribe, reader, interpreter, and personal assistants; Students must fulfil specific criteria as required by the DAWN Reasonable Accommodations in Exams Guidelines to avail of these exam accommodations.
- d) Alternative forms of assessment, only after due consultation with the relevant school, that allow the student to demonstrate that they have achieved the learning outcomes of the module.

If you have a disability or learning difficulty and are registered with the Disability Support Service (DSS) your accommodations will be facilitated through ongoing supports. If you need to register with the Disability Support Service (see [Disability Support Service website](#)).