

Cavan and Monaghan ETB, Cavan Adult Education Services

PROCEDURE FOR ASSESSMENT DEADLINES AND COMPASSIONATE CONSIDERATIONS

Clear instructions on assessment deadlines are given well in advance and make it clear to the learner his/her responsibility to present evidence for the assessment activity within the deadline specified.

Cavan Adult Education Services will facilitate and give due consideration to a learner who provides evidence of extenuating circumstances. Cavan Adult Education Services will enable learners to apply for compassionate consideration in relation to their assessment. We will enable learners who have been prevented from undertaking a specific assessment activity or who feel their performance is seriously impaired because of exceptional circumstances to apply to defer the assessment i.e. to be allowed to complete the assessment activity on another occasion.

To apply for an extension on an assessment piece, or in the case of an examination, to take the examination on a different date, a learner must apply for such through the centre head. The correct form must be filled in, which will be sent to the centre head for a decision.

The following are examples of circumstances under which Cavan Adult Education Services may consider giving compassionate consideration to the learner:

- a physical injury or emotional trauma during a period four to six weeks previously
- a physical disability or chronic or disabling condition such as epilepsy, glandular fever, or other incapacitating illness of the learner
- recent bereavement of close family member or friend
- severe accident
- domestic crisis
- terminal illness of a close family member
- other extenuating circumstances.

Cavan Adult Education Services requires the learner to provide appropriate evidence/documentation e.g. statement from a medical practitioner.

Cavan Adult Education Services will consider the severity of the circumstances, the nature of the assessment activity and the quality of past achievement of the learner where appropriate in making the decision to grant compassionate consideration.

Any consequences for late submission of evidence will not however interfere with the marks awarded. Once learner evidence is accepted by Cavan Adult Education Services it will be marked and graded in accordance with the standards for the award. The actual marks and grade awarded are determined solely on the basis of the evidence submitted in accordance with the standards for the award.

All learners are expected to adhere to deadlines as set down by their tutor. If there are no extenuating circumstances, then the submission of late work will not be accepted. Learners will not receive any marks for the late submission of work if no prior arrangements have been made. Similarly, if learners miss an examination, without there being any compassionate considerations, the learner will not receive any marks, and will not be permitted to re-sit the examination.



etb

Bord Oideachais agus Oiliúna
Cill Dara / Cill Mhainín
Education and Training Board
Kildare / Wicklow

Cavan and Monaghan ETB, Cavan Adult Education Services

APPLICATION FOR ASSESSMENT EXTENSION/DEFERRAL

Please fill in each part of this form.

Name	
Address	
PPS Number	
Date of birth	
Course	
Tutor	
Form of assessment that you wish to have an extension granted	
Date the assessment was due	

Reasons for requiring the extension

Do you have supporting documentation? If so, explain.

When do you intend to have this assessment complete?

Signed

Date

Office use

Extension granted:

Yes

No

Note:

Signed: