

DEPARTMENT OF ARCHAEOLOGY

Continuous Assessment Mitigation (CAM) Form

Student name _____

Student number _____

Module Code _____

Element of Continuous Assessment concerned _____

Date assignment was due _____

Date assignment submitted _____

This form must be completed for each continuous assessment element (essay, class exam, project etc) in each module where mitigation is requested. Please attach the completed CAM form to your essay or other CA work when you are submitting same.

MITIGATION

Please outline personal, medical or other extenuating circumstances why you were unable to submit the continuous assessment assignment or why the work was late. Medical certificates and other supporting documentation should be attached to this form as appropriate.

I confirm that I have read the CA Mitigation policy (overleaf) and that the above information is accurate to the best of my knowledge.

Signed _____

Date _____

DECISION

For Department use only

DEPARTMENT OF ARCHAEOLOGY

Continuous Assessment Mitigation Form

University College Cork requires all students to work to the highest standards, to realize their own potential and to reflect the academic standing of the institution. Student performance in coursework may, on occasion, be affected by circumstances outside the individual's control.

Policy

The Department will consider all genuine statements of mitigating circumstances in respect of coursework. The following are acceptable grounds for mitigation:

- Short- or long-term medical illness, supported by doctor and/or hospital certificates
- Personal trauma and depression-related illness, supported by documentation from UCC student counsellors and/or doctors
- Bereavement of close family members and friends during the academic year.

The Department does not approve time extensions for written coursework. Students should submit essays or other assignments as soon as possible after the due date, along with a completed CA Mitigation Form explaining the reasons why the work is late or incomplete. Depending on the explanation offered, the Department will decide whether to accept the work for assessment and whether to waive penalty mark deductions.

The Department does not accept mitigation requests in respect of formal University examination papers taken in either the Summer or Autumn sittings. Students who defer module assessment, or must repeat failed courses, should apply separately to the CACSSS Mitigation Committee to have the 40% cap on their Autumn examination marks removed.

Procedure

1. Students must complete a CA Mitigation Form (overleaf) for each course module where consideration of mitigating circumstances is required. This form is available from the Department Office or may be downloaded from our web-site.
2. The completed CAM form and relevant med certs etc must be attached to the essay or other element of continuous assessment when this is eventually submitted to the Department Office.
3. Students applying for continuous assessment mitigation should also inform their module coordinator by email. Please note that individual staff members cannot give time extensions for written assignments and are not able to apply mitigation when grading coursework.
4. Any student who knowingly submits false or misleading information in connection with a CA mitigation application will be subject to Department disciplinary procedures.

Important

No requests for Continuous Assessment mitigation will be considered after 1st May each year.

Outcomes

Students should contact the lecturer concerned to ascertain whether their appeal has been successful. The decisions of the Department on these appeals are final.