

Adult Continuing Education (ACE) Mitigation Application Form

Waiver of Capping of Marks

WHAT IS 'Waiver of Capping of Marks'

It is possible, for students who fulfil the criteria, to apply for Deferral of Examinations or Submission of Assignment(s), without capping of marks to the supplemental (autumn) examination or to a repeat year. Applications for a deferral of all examinations to supplemental (autumn) or repeat year examinations are considered **before the start of written examinations**. Only in **exceptional circumstances** will a partial deferral be considered.

Complete applications requesting deferral of examinations must be submitted no later than two weeks before the official start date of examinations. Only complete applications will be considered - appropriate supporting documentation ***must accompany*** all completed application forms.

Students who are pregnant or who have had a baby within close proximity to the examinations will be automatically granted a deferral by submitting a completed Mitigation form. Appropriate supporting documentation must be included.

WHAT IS 'WAIVER OF CAPPING OF MARKS'

When calculating supplemental or repeat year overall qualification marks for the award of pass/honours, the actual marks achieved are capped at 40% or 50% (depending on the pass standard of the module) i.e. no matter what mark is achieved, a maximum of 40 or 50 marks will be used to calculate the overall judgement/level of honours for the year. The actual module marks achieved at supplemental or repeat year examinations are recorded on the student record (Academic Transcript).

WHO SHOULD COMPLETE ACE MITIGATION APPLICATION FORM FOR WAIVER OF CAPPING OF MARKS

- Students for who circumstances (see *Grounds*, below) present a ***substantial and material impact*** on their ability to prepare for or perform to their best at examination. **Modules examined solely by continuous assessment** should also be included in an application Waiver of Capping if there were documented mitigating circumstances which impacted on performance.
- Students **who do not achieve a pass mark** in Semester I, II, spring, autumn or winter examinations may apply to the Mitigation Committee for the Waiver of Capping. Such applicants will be entered automatically for the Supplemental Examination in the relevant Module(s) or, if in a repeat year, will be registered for the relevant Modules(s).
- Students **who achieve a pass mark in a module(s) and who had documented mitigating circumstances at the time of examination which may have impacted on their performance, can include the relevant module(s)**

for the Waiver of Capping. These modules will be recorded for the supplemental/repeat year examination only on confirmation that the student wishes to forfeit the pass mark achieved.

- Students who are pregnant or who have had a baby within close proximity to the examinations will be automatically granted waiver of capping by completing this form, ensuring all supporting documentation is included.

WHAT IS 'SUPPORTING DOCUMENTATION'

- Supporting documentation is that which provides documented evidence of the specific circumstance which has impacted the student. Such material must **relate directly to the date of the examination(s) for the module(s) identified** and should **detail the substantial and material *impact* on the student's ability to prepare for or sit the examination for that module(s).** Supporting documentation must correlate directly with details presented in the *Personal Statement*.
- Supporting documentation includes, informative medical certification (see *Guide to Examinations for Staff and Students** for guidance on medical certification), bereavement notices, travel documentation (e.g. tickets), official communication from the Gardaí, etc. Where the supporting documentation is not sufficient to allow for fully informed consideration of the application, further information/documentation may be requested. Incomplete applications (e.g. where supporting documentation is not provided or is not directly aligned with the module(s) identified in the application) will be returned without consideration by the Mitigation Committee.

APPLICANTS SHOULD NOTE THE FOLLOWING:

- It is the **responsibility of the applicant** to supply **detailed supporting documentation**. Such documentation must correlate with the date(s) of examination for the appropriate module(s).
- The ACE Mitigation Committee will be entitled to seek **further information/documentation**, including additional reports where necessary and appropriate.
- Where an application is successful and the Examination Board accepts a recommendation from the ACE Mitigation Committee, the mark obtained in a module shall be **declared void. The uncapped mark obtained at the Supplemental Examination**, or Repeat Year Examination, will be **awarded in its stead** and used for aggregation and progression purposes, **whether that mark is higher or lower than the voided mark.**
- If an **application is unsuccessful**, the **capped mark obtained** in the module at the Supplemental/Repeat Year Examination shall be used for aggregation and progression purposes.
- Please ensure that **all modules** for which Waiver of Capping is requested **are included** in this application.
- Any recommendation for Waiver of Capping shall be on a **Module by Module** basis.
- **All applications must, in the first instance, relate to the first attempt at an examination, unless mitigation has been previously approved.**
- It is **not possible** to apply for Waiver of Capping of marks achieved at supplemental examination where a **sanction** (e.g. arising from a breach of Examination Regulations) has been applied.
- University Examination Boards can also approve the waiver of capping if there is **sufficient evidence available** to the Examination Board.

WHEN DOES THE ACE MITIGATION COMMITTEE MEET TO CONSIDER APPLICATIONS FOR THE WAIVER OF CAPPING OF MARKS?

- The ACE Mitigation Committee meets after the release of Programme examination results in summer (**i.e. following the completion of Semester II examinations**). All application forms must be completed and returned to the Student Records and Examinations Office **within two weeks of the date of issue of examination results.**
- The Chair of the ACE Mitigation Committee may waive the two-week deadline for submission of a mitigation application in **exceptional circumstances only.**
- Applicants for Waiver of Capping will receive an email (**to their student uemail account only**) from the Chair, ACE Mitigation committee, normally within three weeks of the decision of the ACE Mitigation Committee.

ACE MITIGATION APPLICATION FORM

(Please note this form is to be completed by ACE students only)

Surname:		Title of Programme:	
First Name:			
Student Number:			
Phone Number:			

<u>GROUND ON WHICH APPLICATION IS BEING MADE:</u>	Please tick:
Death of parent/guardian, sibling, spouse, child (or person to whom the student is <i>in loco parentis</i>), if within sufficient proximity to the examination/assignment submission date to have substantial and material effect .	
Death of mother-in-law, father-in-law, grandparent/grandchild, or any person who was habitually resident in the home of the applicant, if within sufficient proximity to the examination/assignment submission date to have substantial and material effect .	
Debilitating illness/condition, if within sufficient proximity to the examination/assignment submission date to have substantial and material effect .	
Circumstances outside the control of the applicant , which make it legally or physically impossible for the student to attend the examination or submit the assignment in a particular module.	
Other circumstances which the Mitigation Committee considers to be analogous to any of the above.	
Pregnancy	

Please enter the details of ALL modules for which Waiver of Capping is sought

Supporting documentation must relate specifically to those module(s) identified below

ACE Module Code	ACE Module Title	Date and Time of ACE Examination/Assessment (Semester 1, Semester 2, Spring). Please indicate if you are repeating a year.

Personal Statement: *Please include details of the circumstances – in particular their impact - that may have substantially and materially affected your ability to perform to your best at examination.*

DECLARATION

I declare that the material provided with this application is a true and accurate representation of the circumstances on which the application is based. I accept all rules and procedures governing the examination process.

Applicants Signature: _____

Date: _____

Please contact acemitigation@ucc.ie with any queries prior to submission of this form

Checklist:

I have included the following with my complete Adult Continuing Education (ACE) Mitigation Application Form:

- Completed Form
- Relevant supporting documentation (e.g. Medical Certification)
- Personal Statement

N.B. If your application is incomplete, it will be returned to you without consideration by the ACE Mitigation Committee. The accurate completion of this application form and inclusion of all the appropriate supporting documentation will prevent delays in considering your application.

COMPLETED APPLICATIONS

- Send completed applications by email to: acemitigation@ucc.ie or by post to:

The Manager
Adult Continuing Education (ACE)
'The Laurels'
Western Rd
University College Cork

- Applications must be received no later than two weeks before the official start date of examinations.
- Applications must be signed by the applicant and NOT by a third party.