

Extenuating Circumstances Request Form

Extenuating circumstances are situations or events which unexpectedly interfere with a learner's ability to undertake all or part of an assessment.

Hi-Tech Training will allow learners to apply for compassionate consideration in relation to their assessment if they cannot properly complete a specific assessment due to extenuating circumstances.

Examples of extenuating circumstances may include:

- serious illness or bereavement of a close family member or close friend
- involvement in an accident
- domestic crisis
- severe effects of pregnancy or other incapacitating illness of the learner

Examples of circumstances in which extenuating circumstance applications are unlikely to be granted include:

- Typical symptoms associated with exam stress (e.g., anxiety, sleeping disturbances etc.)
- Minor illnesses such as a common cold
- Relationship difficulties
- Financial difficulties
- Holidays
- Accommodation issues
- Commuting issues
- Misreading the examination timetable
- Paid employment or voluntary work
- IT and/or computer failure
- English is not your first language
- Sporting commitments
- Debs/weddings/social events
- Election/campaigning commitments

Your submission will be treated as strictly confidential.

Submit To:	Hi-Tech Training Administration (admin@hitechtraining.ie)
Deadline:	As soon as the event giving rise to the request is known to you.

Surname	First Name
Your e-mail address	Programme of Study
Date of Assessment (if known)	Tutor name (if known)

Please tick the box below which best describes your extenuating circumstances:

<input checked="" type="checkbox"/>	Circumstance
<input type="checkbox"/>	Illness, injury, accident or hospitalisation
<input type="checkbox"/>	Family illness (specify relationship)
<input type="checkbox"/>	Bereavement (specify relationship)
<input type="checkbox"/>	Other personal or emotional circumstances
<input type="checkbox"/>	Victim of Crime
<input type="checkbox"/>	Work Commitments (Part time students only)
<input type="checkbox"/>	<i>Other, please specify</i>

Please provide a detailed explanation for the rationale for your application.

Please give the names of any files that you are supplying to support your request (e.g. Letter from GP)	

Student's Signature:

Date: