Overview of Extenuating Circumstances process



Student realises extenuating circumstances have arisen



Student should discuss their circumstances with Head of Department or Programme Co-ordinator (or nominee)

Student gathers evidence of their circumstances (eg, doctor's cert)

As soon as possible, and BEFORE 10 days after submission date or exam date, student submits Extenuating Circumstances Form and supporting documentation to School Secretary or Head of Department (or nominee)

Head of Department submits form to School Exams Board for consideration

Head of Department communicates outcome of School Exams Board to NCAD Exams Board

Head of Department or School Secretary (or nominee) informs student of decision of NCAD Exams Board