



## Procedure for Highlighting Impaired Performance

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### 1. Purpose

This procedure supports Atlantic Technological University's (ATU) *AQAE005 Marks and Standards Policy*, which sets out the policy for recording, aggregating and ratifying student performance in each academic year. The Marks and Standards Policy is used to determine student academic standing, eligibility for progression, eligibility for an award, and award classification.

This procedure provides detail on how a student can make an application to the University to notify them of circumstances that may have impaired their performance during a final examination and/or a component of the coursework assessment that they have completed. The application is made before the consideration of module marks and release of results.

The application must be brought to the attention of the Head of Department, the Lecturer(s) and the Pre-board or Examination Board.

## 2. Scope

This procedure applies to any student who has completed examinations and / or coursework assessments.

This procedure does not apply to a student who wishes to request a short extension to the deadline for any type of coursework, instead they should follow *AQAE031 Procedure for Requesting Extension to Deadlines*.

This procedure does not apply to a student who cannot complete the final examination or a coursework assessment before the end of the examination session. A student should not sit a final examination if unfit to do so; instead, they should follow the procedure for applying for an examination deferral or the procedure for deferring a module *i.e. AQAE032 Procedure for Deferral of Modules and Programmes*.

## 3. Reference Documents

None applicable.

## 4. Procedure

### 4.1 Introduction

We understand that a student may, on occasion, be faced with an unexpected event or extenuating circumstances which has had a temporary and relatively short-term, but significant, effect on their ability to complete coursework /examinations to their usual standard. The student can formally notify the University of this so that they may take the impaired performance into account during the finalisation of marks / grades.

### 4.2 Impaired Performance

4.2.1 The grounds for allowing consideration of impaired performance are:

1. Bereavement of a close family member or friend.
2. Accident or injury.
3. Certified or uncertified medical illness.
4. Other sudden, unavoidable personal circumstances, family circumstances, financial hardship,
5. Significant religious/cultural circumstances.
6. Other disruption to the examination process.

4.2.2 Impaired performance does not arise as a result of:

- personal culpability,

- ordinary or exceptional work commitments,
- personal printer or computer failure,
- issues around time management such as having more than one assignment to submit on the same date,
- lack of knowledge of requirements of academic work,
- scheduled change of address,
- demands of sport, clubs and societies or extra-curricular activities (other than to represent one's ATU club, county or country in a national or international context), or
- recreational activities or travel or planned events such as weddings.

4.2.3 An application for consideration of impaired performance should be accompanied by documentary evidence where applicable.

4.2.4 Examples of acceptable documentary evidence include:

- a medical doctor's certificate, a letter from the University medical unit or counselling service and/or from any person qualified to provide expert opinion in the circumstance (in sensitive cases, the University can confirm circumstances through the ATU counselling or disability services),
- proof of medical appointment or hospital stay,
- a birth certificate,
- a death notice, or a link to death notice, or
- other documentary evidence.

4.2.5 A student may apply for consideration of impaired performance both to the Examination Board and / or the Internal Examiner (coursework) but a change to a grade can only be exercised once, i.e. a student cannot receive an adjustment or reweighting to the grade in a module by the Internal Examiner and then a further change by the Examination Board for the same reason and circumstance.

### **4.3 How to Apply to the Examination Board for Consideration of Impaired Performance**

4.3.1 The student is responsible for applying for consideration of performance in a final examination, in the overall module or for consideration across all results at the Examination Boards, before the closing date for receipt of such applications which is the date specified on the *Academic Calendar*; generally, 3 days after the last timetabled examination in each examination session.

4.3.2 The student must complete the *AQAE026\_001 Application for Consideration of Impaired Performance form* online through the ATU student hub. The following information is required:

- Student Name and Student Number,
- Department, Programme and Stage,
- Module details
- Lecturer name (if required),
- Details of the reason for the request, and
- An upload of any documentary evidence to support the application.

4.3.3 The student is advised to keep a record of the application form and all documentation submitted.

4.3.4 The application is forwarded to the Head of Department who will review the application and will present a synopsis to the Examination Board (or Pre-Board) for their consideration. All applications that meet the grounds for consideration of impaired performance, have sufficient evidence submitted and are received by the due date set in the *Academic Calendar* will be accepted and brought to the attention of the Board. Applications will not be accepted if they do not meet the grounds for consideration or have not provided sufficient evidence. Confidentiality regarding the student's circumstances, and respect for the professional opinion expressed in supporting documentation, will be observed.

4.3.5 The Examination Board (or Pre-Board) shall have the discretion to consider impaired performance on a case-by-case basis with reference to the learning outcomes of the module and the totality of the student grades. The Board shall treat such cases in a fair, equitable, consistent, and reasonable manner. The Board can decide to take no action, to increase the mark, or to void part or all of the mark and grant a deferral for that sitting. The decision will be recorded on the broadsheet of results.

4.3.6 Following the release of results, the student will be able to access their results through their student account, as normal. Further details may be obtained by engaging in the consultation process with the Lecturer(s) following the release of results.

#### **4.4 How to Apply to an Internal Examiner for Consideration of Impaired Performance in the Case of Coursework Assessment**

4.4.1 The student must bring to the attention of the relevant Lecturer (Internal Examiner), at the earliest possible opportunity, circumstances which may have impaired their performance in any component of coursework that has been completed and submitted.

4.4.2 The student is responsible for applying for consideration of any impaired performance in coursework as soon as possible after the coursework has been completed, but where at all possible no later than 3 days after submission or

completion. Coursework may include assignments, thesis, practical work, oral presentation *etc.* Late applications may not be considered.

- 4.4.3 The student must complete the *AQAE026\_001 Application for Consideration of Impaired Performance* form online through the ATU student hub which is forwarded to the lecturer. The student must provide:
- Student Name and Student Number,
  - Department, Programme and Stage,
  - Module details
  - Lecturer name,
  - Details of the reason for the request, and
  - An upload of any documentary evidence to support the application.
- 4.4.4 The student is advised to keep a record of the application form and all documentation submitted.
- 4.4.5 The Lecturer will review the application and it may be accepted or not accepted (if the grounds for consideration are not met or insufficient evidence was provided). The Lecturer has the discretion to consider the impaired performance application on a case-by-case basis with reference to the learning outcomes of the module, regulatory requirements (if applicable) and the coursework grade(s) achieved. Confidentiality regarding the student's circumstances, and respect for the professional opinion expressed in supporting documentation, will be observed.
- 4.4.6 The Lecturer can decide to take no action, adjust the component weighting, or give an extension for a re-submission. Alternatively, the lecturer may decide to postpone a decision and highlight the impaired performance to the Examination Board (or pre-Board) who may decide to take no action, to increase the mark, to void part or all of the mark and grant a deferral for that sitting. If referred to the Examination Board, this will be recorded on the broadsheet of results.
- 4.4.7 The Faculty will have a record of the applications and the outcome and this will be available to the Pre-Board or Examination Board.
- 4.4.8 Following the release of results, the student will be able to access their results through their student account, as normal. Further details on the grade awarded may be obtained by engaging in the consultation process with the lecturer(s) following the release of results.

## 4.5 Appeal

The procedure for a student to request a recheck, to apply for a review or to appeal any decision of the Examination Board is outlined in *AQAE033 Procedure for Recheck, Review or Appeal*.

## 5. Documents Related to this Procedure

*AQAE026\_001 Application for Consideration of Impaired Performance Form*

*AQAE005 Marks and Standards Policy*

## 6. Measurement of Effectiveness of this Procedure

A summary report of anonymised data relating to this procedure will be provided to a Committee of Academic Council for consideration annually.

## 7. Revision History

Revision No	Description of Change	Approval Date
000	Approved by Academic Standards and Policy committee of Academic Council on 8/10/24	08/10/2024