

Exam Policy for students representing the University

BACKGROUND

The University supports many student activities. Students are involved in many diverse clubs and societies, with some students formally representing the University at a national or international level. The purpose of this document is to outline what happens if, and when, a student has an examination clash with such an event.

WHO THE POLICY PERTAINS TO

- Students who are currently on sports scholarships with the University;
- Students representing the University at a National or International capacity through an official student club or society competition;
- Examples include but are not limited to;
 - ❖ International Representation (as part of an Irish team, delegation or performance group);
 - ❖ Trial for International Team;
 - ❖ Compulsory competition or trial to gain or retain professional or international status;
 - ❖ International Training Camp;
 - ❖ IRFU All-Ireland League Fixtures;
 - ❖ Intercounty GAA match.

WHO IS NOT COVERED BY THE POLICY

- Students attending a trip/event organised during exam time by a club or society;
- Students partaking in a non-University competition e.g. club match.

PROCEDURE

1. Prior to exam timetable being finalised and published:

In advance of an exam schedule being released, any student who knows that they will have an event due to take place during exam time, should alert the Examinations and Assessment Office by email (exams.office@mu.ie) with their details including name, student number, event description, location and relevance to the University. They should copy the relevant University Official related to their event, e.g. the Sports Officer, by way of validating their claim. Where possible, the Examinations Office will endeavour to avoid an exam clash.

In circumstances where an academic department is managing the participation of a group of students in a single event (e.g. international choir competition), the department should

contact the Examinations and Assessment Office well in advance of the relevant exam session to discuss the arrangements which may be possible for all students involved.

2. After the exam timetable is published:

Once the Exam schedule has been released and a clash is confirmed, the student should email exams.office@mu.ie with their details (name, student number, event description, location and relevance to the University). They should copy the relevant University Official related to their event, e.g., the Sports Officer, by way of validating their claim.

The Examinations and Assessment Office staff will work with the student and the relevant University Official to mitigate the clash. This might be achieved by;

- a. Moving the start time of the exam to earlier that day, assuming that this does not compromise the integrity of the exam and that all of the conditions for the open and transparent running of an exam can be met.
- b. Organising for the sitting of the exam (for the individual student) in an alternative, supervised, location, assuming that all of the conditions for the open and transparent running of an exam can be met.
- c. When the above two steps still do not meet the needs of the individual student, then it may be possible for the applicant to sit the resit exams without penalty. The student must apply to the Fees and Grants office using the online form and supplying necessary documentation in order to confirm this.

RESPONSIBILITY

The Examinations and Assessment Office has responsibility for organising and ensuring the integrity of all scheduled examinations. The Office is committed to facilitating students who have an examination clash with a relevant event. However, it may not always be possible to meet the scheduling needs of all students. The Examinations Office will communicate clearly with students in relation to any request relating to possible exam clashes. Such communications will be to the student's MU email address.

It is the responsibility of the student to check this email regularly and to respond to communications as needed.

| Reviewed | Date |
|---|------------|
| Rachel Fagan (Exams) | 04/04/2023 |
| Paul Davis (Sports Officer) | 04/04/2023 |
| Joan O'Riordan-Bruton (Fees and Grants Officer) | 05/04/2023 |
| Adrienne Kendlin | 09/05/2023 |
| Niamh Lynch (Registry) | 15/05/2023 |
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