

Conduct of examinations and submission of assessed work

The below is taken from the College Calendar, Part II, pages 35-37, 39 and is edited to include information specific to progression in Environmental Science and Engineering.

34. Programmes have discretion to utilise a broad range of assessment practices that are programme-focused, equip students to apply their learning in contexts beyond the University and assess the graduate attributes appropriately throughout the programme. An assessment component is a discrete unit of assessment, e.g. an examination paper, an essay, an oral/aural examination, practical, field trip, professional placement, or performance which contributes a defined weighting to the overall assessment for a module. Programmes must make available to students details of the assessment components, together with their weightings, for each module, including details of penalties applying for late submission.

35. Students are entitled to receive feedback on submitted coursework in line with the Return of Coursework Policy. See www.tcd.ie/teaching-learning/academic-policies.

36. There are formal University assessment sessions following the end of teaching term in semester one (in Michaelmas term) and following the end of teaching term in semester two (in Trinity term). Students are assessed at the end of semester one in all modules that are taught only in semester one and at the end of semester two in all year-long modules and all modules that are taught only in semester two. There is one reassessment session which is held at the beginning of Michaelmas term. Students are assessed in all failed modules from both semesters during the reassessment session.

The University reserves the right to amend assessment methods and the timetable for assessments for any reason and at any stage during the academic year. All teaching and assessments are subject to public health advice and guidance as and when issued.

37. The dates of these formal assessment sessions are given in the Calendar PART I - ALMANACK. Examinations should be confined to these sessions. However, if and when approved by the University Council, certain courses, normally professional, are permitted to hold examinations outside of the standard academic year structure. The University Council may also approve additional contingency dates on which to hold examinations outside of the standard academic year structure.

38. Examination timetables are published four weeks in advance of the formal start date of each assessment period on the my.tcd.ie portal. The College reserves the right to alter the published time and date of an examination in exceptional circumstances. Students should ensure that they are available for examinations for the duration of the relevant formal assessment session and approved contingency dates as stated in the Calendar PART I - ALMANACK.

39. No notice is required of intention to take an end-of-semester examination or to sit for reassessment in the course for which students have registered.¹ The onus lies on each student to establish the dates, times, mode and venue of examinations by consulting the relevant timetable on the my.tcd.ie portal. No timetable or reminder will be sent to individual students by any office.

40. Except as provided for below, candidates for examination are forbidden during an examination to do or to attempt to do, any of the following: to have in their possession or consult or use any books, papers, notes, memoranda, mobile phones, electronic devices, or written or electronic material of any nature, or to copy from or exchange information with other persons, or in any way to make use of any information improperly obtained.

41 Where the examination is of such a nature that materials are provided to the candidates, or where the candidates are allowed by the rules of that examination to have materials in their possession, then candidates may only make use of such materials, and the general prohibition above continues to apply in respect of any and all other materials.

42 Where candidates have the prior written permission of the examiner(s), of the Senior Lecturer, or of the Disability Officer, to have materials in their possession during an examination, then candidates may only make use of such materials, and the general prohibition above continues to apply in respect of any and all other materials.

43 Candidates may be allowed to bring personal belongings to examination venues upon condition that such belongings are stored in designated areas. Candidates must ensure that they store their belongings accordingly and must not return to them until they have finished their examinations and are leaving the venue.

44 Any breach of this regulation is regarded as a major offence for which a student may be expelled from the University (see §4 under CONDUCT AND COLLEGE REGULATIONS).

45 Students must not leave the examination before the time specified for the examination has elapsed, except by leave of the invigilator.

46 The College has approved the practice of anonymous marking for undergraduate examinations at the formal assessment and reassessment sessions.

47 All undergraduate results are published by student number. The results for assessments completed in semester one are provisional until moderated by the court of examiners in Trinity term. The end of year or degree result moderated by the court of examiners must be returned and recorded on the student record.

48 Students are required to complete the assessment components for each module as prescribed by the programme regulations. See Assessment: procedures for the non-submission of course work and absence from examinations at www.tcd.ie/teaching-learning/academicpolicies.

49 Students are not permitted to repeat successfully completed assessments or examinations in order to improve their performance.

50 The Board of the College reserves the right to exclude from the College, on the recommendation of the University Council, students whose academic progress is unsatisfactory

51 Students who are unable to complete such assessment components necessary to complete a module or modules at the end of the appropriate semester due to certified illness, disability, or other grave cause beyond their control may seek, through their tutor, permission from the Senior Lecturer to present at the reassessment session. Where certified illness, disability, or other grave cause beyond their control prevents a student from completing at the reassessment session they may seek, through their tutor, permission from the Senior Lecturer to repeat the year.

52 Students who may be prevented from sitting an examination or examinations (or any part thereof) due to illness should seek, through their tutor, permission from the Senior Lecturer in advance of the assessment session to defer the examination(s) to the reassessment session. Students who have commenced the assessment session, and are prevented from completing the session due to illness should seek, through their tutor, permission to defer the outstanding examination(s)/assessment(s) to the reassessment session. In cases where the assessment session has commenced, requests to defer the outstanding examination(s) on medical grounds, should be

submitted by the tutor to the relevant school/departmental/course office. If non-medical grounds are stated, such deferral requests should be made to the Senior Lecturer, as normal.

53 Where such permission is sought, it must be appropriately evidenced: (a) For illness: medical certificates must state that the student is unfit to sit examinations/ complete assessments and specify the date(s) of the illness and the date(s) on which the student is not fit to sit examinations/complete assessments. Medical certificates must be submitted to the student's tutor within three days of the beginning of the period of absence from the assessment/examination. (b) For other grave cause: appropriate evidence must be submitted to the student's tutor within three days of the beginning of the period of absence from the assessment/examination.

54 Where illness occurs during the writing of an examination paper, it should be reported immediately to the chief invigilator. The student will then be escorted to the College Health Centre. Every effort will be made to assist the student to complete the writing of the examination paper.

55 Where an examination/assessment has been completed, retrospective withdrawal will not be granted by the Senior Lecturer nor will medical certificates be accepted in explanation for poor performance.

56 If protracted illness prevents a student from taking the prescribed assessment components, so that they cannot rise into the next class, they may withdraw from College for a period of convalescence, provided that appropriate medical certificates are submitted to the Senior Lecturer. If the student returns to College in the succeeding academic year they must normally register for the year in full in order to fulfil the requirements of their class. See §26 on fitness to study and §28 fitness to practise, if relevant.

57 Where the effects of a disability prevent a student from taking the prescribed assessment components, so that they cannot rise into the next class, the Senior Lecturer may permit the student to withdraw from College for a period of time provided that appropriate evidence has been submitted to the Disability Service. If they return to College in the succeeding academic year they must normally register for the year in full in order to fulfil the requirements of their class. 58 The nature of non-standard examination accommodations, and their appropriateness for individual students, will be approved by the Senior Lecturer in line with the Council-approved policy on reasonable accommodations. Any reports provided by the College's Disability Service, Health Service or Student Counselling Service will be strictly confidential.

Access to Scripts and other assessed work

- All students have a right to discuss their examination and assessment performance with the appropriate members of staff. This right is basic to the educational process. Students are entitled to view their scripts and other assessments when discussing their performance. For work completed during semester one students should note that all results are provisional until moderated by the court of examiners in Trinity term. In Trinity term, students' performance cannot be discussed with them until after the publication of the end-year results.
- Written assessment components and assessment components which are recorded by various means (e.g. video, audio) are retained by schools and departments for thirteen months from the date of the meeting of the court of examiners which moderates the results in question and may not be available for consultation after this time period.

Re-check/re-mark of examination scripts and other assessed work

- Having received information about their final results at the court of examiners in Trinity term and having discussed these and their performance with the Director of Teaching and Learning (Undergraduate) or the head of discipline and/or the appropriate staff, students may ask that their results be reconsidered if they have reason to believe:
 - (a) that the grade is incorrect because of an error in calculation of results;
 - (b) that the examination paper or other assessment specific to the student's course contained questions on subjects which were not part of the course prescribed for the examination or other assessment; or
 - (c) that bias was shown by an examiner in marking.
- In the case of (a) above, the request should be made through the student's tutor to the Director of Teaching and Learning (Undergraduate) or course director as appropriate.
- In the case of (b) and/or (c) above, the request should be made through the student's tutor to the Senior Lecturer. In submitting such a case for reconsideration of results, students should state under which of (b) and/or (c) the request is being made.
- Requests for re-check or re-mark should be made as soon as possible after discussion of results and performance and no later than twelve months from the date of the meeting of the court of examiners which moderated the marks in question.
- Once a result has been formally published following the court of examiners it cannot be amended without the permission of the Senior Lecturer.
- Any student who makes a request for re-check or re-mark that could have implications for their degree result is advised not to proceed with degree conferral until the outcome of the request has been confirmed

Academic Progress (Specific to Environmental Science and Engineering)

Year 1-4:

Progression regulations Year 1 to Year 4 are standard (grade of 40 per cent or more to progress). However in order to be eligible to undertake an industry internship or international exchange in Year 4, students must achieve a threshold grade of 60 per cent at the end of Year 3. Students who don't achieve 60 per cent in Year 3 may still progress to Year 4 with a grade of 40 per cent or above but they must take a capstone module in Year 4 and spend the full year in Trinity.

Year 5:

Progression will be an annual basis. Progression from Year 4 to Year 5 will require a minimum overall mark of 60% for the combined Junior Sophister and Senior Sophister years (on a 30:70 basis) at the annual assessment session of the B.Sc. degree year.

In year 5, students will be able to carry failed modules from semester to semester. Progression through year 5 leading to the final awards of M.A.I. (St.) and Master in Applied Environmental Science depending on the route chosen, requires a 50% pass grade for award of pass degree on the results of students continuous assessment and examinations. The award of distinction degree shall require at least 70 per cent in both examinations and the dissertation and at least 70 per cent in the final credit weighted average.