



**PERSONAL CIRCUMSTANCES FORM 2007/08**  
**FORM P/C 1**

**Notes**

The General Assessment Regulations (first edition 1998, revised 2002), among other things, make provision for an examination candidate who feels that personal or other serious difficulties, for example illness or bereavement, adversely affected their performance in an assessment and wishes to bring this to the attention of the Examination Board. These and other Regulations are available to all candidates who are advised to review them at [http://www.dit.ie/DIT/registrar/regsg/gen\\_assess\\_reg/index.html](http://www.dit.ie/DIT/registrar/regsg/gen_assess_reg/index.html) (see 8.4, 11.1, 11.3.1, and 12.1).

The form supported by independent authoritative evidence must be completed and returned to the Examinations Office within the following timescales:

- (i) In the case of course work, the deadline for submitting a Personal Circumstances form is normally the same as the scheduled hand-in date for the assignment
- (ii) In the case of examinations, the completed form should be submitted not later than two days after the last examination taken

The Personal Circumstances Form and supporting evidence should be placed in an envelope and handed in to the Examinations Office. The envelope should be clearly marked 'Personal Circumstances'. It is the candidate's responsibility to ensure the form is delivered safely and on time.

Please complete this form in **LEGIBLY** in **BLOCK LETTERS** (using black ink) or in **TYPESCRIPT**.

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1. Name: \_\_\_\_\_

Student Number: \_\_\_\_\_  
*e.g. C12345678  
This is on your  
DIT student card*

Home address: \_\_\_\_\_  
\_\_\_\_\_

Correspondence address: \_\_\_\_\_  
(if different from above) \_\_\_\_\_

Telephone Number(s) at which you may be contacted: \_\_\_\_\_  
*It is ESSENTIAL that you can be contacted on this number so if you give your mobile number make sure your answer service is on.*

Fax No. \_\_\_\_\_ E-mail: \_\_\_\_\_  
*Your MOST USED email. You need to check this regularly.*

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There are 6 faculties in DIT. Applied Arts, Built Environment, Business, Engineering, Science and Travel & Tourism – If you're unsure which one which one you are in check [www.dit.ie](http://www.dit.ie) or ask your tutor or someone in the SU

2. DIT Faculty: \_\_\_\_\_

School/Department: \_\_\_\_\_

Course: \_\_\_\_\_  
Include the course code as well as the name  
e.g. DT123 – This is on your DIT Student card

Year / Stage: \_\_\_\_\_  
e.g. 1<sup>st</sup> year/ 2<sup>nd</sup> year. NOT 2007

Year: 200\_\_ (Sessional / Supplemental / Semester) [delete as appropriate]

You must choose one of these  
1. SESSIONAL = end of year final exams period for non-semesterised courses. (Check this with your tutor)  
2. SUPPLEMENTAL = if you are taking a repeat exam/assessment (no matter which attempt you're on)  
3. SEMESTER = IF your course is semesterised –  
SEMESTER 1 = Sept to Jan SEMESTER 2 = Jan to May

### 3. DETAILS OF PERSONAL CIRCUMSTANCES

Please note that the Institute treats all information provided with strict confidence

Period affected by the circumstances

From: \_\_\_\_\_ To: \_\_\_\_\_

Specify the examination(s)/assessment(s) affected by the circumstances:

Be Realistic and Honest here. If the circumstances only affect a certain assessment or exam, just enter that subject/module

Summarise briefly the nature of the personal circumstances you wish the Examination Board to consider and how you consider they affected your performance (You may attach an additional sheet if necessary).

Add an extra sheet if you need it, give as much detail as possible but stick to the point. Don't ramble and make sure the information is relevant. Practice first on another sheet, check it and then rewrite it.

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4. Independent written supporting evidence is essential. List the evidence which you enclose. Please keep a copy of all supporting evidence you submit.

This is VITAL to your application.  
If you are ill or in event of a bereavement, get a note from your GP or from DIT Medical Centre Aungier St or Bolton St – (free of charge after consultation and production of a DIT student card)  
In the case of legal matters, a letter from a Counsellor or Solicitor will help.  
Letters from family or friends will NOT be accepted

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5. Candidate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DON'T FORGET to sign the form.  
Without a signature it is NOT valid

For Office

Received by Examinations Office:

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

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## PC1 Guidelines –

**Timelines:** These are clearly explained at the beginning of the form. Please read this carefully as late applications will NOT be accepted and your grounds will not be assessed.

**Student Number:** It is ESSENTIAL that this is filled in correctly. The form will not be processed without a valid student number. This can be found on your student card.

**Telephone Number:** Please leave a number you are easily reached at. If it is a mobile phone make sure your voice mail is activated, the timeline on a PC1 is tight and if the Exam board need additional information and can't contact you, you may lose your opportunity to inform them of your circumstances.

**Email:** Please leave your MOST USED email. Again this is due to time constraints on the processing of PC1 forms. If you use your DIT student email, make sure you change the settings of your account so the recipient of the email can see your name and not just your student number.

**DIT Faculty:** There are 6 Faculties in DIT: Applied Arts, Built Environment, Business, Engineering, Science and Travel and Tourism. If you are unsure what Faculty you are

in ask your tutor or lecturer, the Students' Union or check at [www.dit.ie](http://www.dit.ie).

**School or Department:** A Department oversees each course/programme in the DIT, this can be found by asking a tutor or lecturer, the Students Union or checking at [www.dit.ie](http://www.dit.ie).

**Course:** You can write the name of your course, but it is essential you also include the course CODE. This is on your student card. Please ensure you have the most up to date course (or Programme) code as these have changed recently and a wrong code will damage an application.

**Year/Stage:** This is not the current year we are in, but the year of your course that you are in, i.e.: First year, year 4 etc.

**Sessional/Supplemental/Semester:**

**Sessional:** End of year final exams period for non-semesterised courses, (you can check this with your tutor or lecturer)

**Supplemental:** If you are about to take a repeat exam/assessment, no matter what attempt you are on.

**Semester:** If your course is semesterised, semester 1 is from September to January, and semester 2 is January until May, or when you finish your academic year.

**Specify the examination(s)/assessment(s) affected by the circumstances:** Be realistic here. The more honest and accurate this section is the easier it is to assess on your behalf. If the circumstances only affect a certain assessment or exam, just enter that subject/module.

**Summarise briefly the. ...(You may attach an additional sheet if necessary):**

Don't be afraid to add an extra sheet here and give as much detail as possible, but also be conscious not to make it too long-winded or irrelevant. Be precise and clear, add extra paper if you need and make sure to write in this section that there is an extra sheet attached. Please make sure the information here is relevant. Practice what you are going to write before you fill it in on the sheet so you don't have to start all over again.

**4...supporting evidence:** This is vital to your application. If you have been ill, physically or emotionally, a GP's note will do. The DIT doctors at the Bolton and Aungier Street Health Centres will provide this free of charge after a consultation and on production of a valid student card. In the event of a family crisis / bereavement a home GP's note will suffice. Alternatively a letter from a counsellor, or solicitor in the case of legal matters, will help. Please do not supply documentation from family members or personal friends, as this will not be deemed valid.

**5. Candidates signature:** Please do not forget to sign the form, as without a signature a form is not valid.