

UNIVERSITY OF ULSTER

**PROFORMA FOR DEFERMENT OF ASSESSMENT**

TO: .....

FROM: Course/Subject Director Name: .....

School: .....

Tel: .....

E-Mail .....

Date: .....

Dear Student

Please find enclosed your Communication of Progress Decision form. It is expected that you will take the examination(s) and/or coursework as first sits for assessment in the May examination period. However, deferment of assessment to August is permitted. If you wish to defer assessment to the August examination period, you must complete the enclosed proforma and return it to me by **Monday 20 February 2012**.

If you need advice on this, please do not hesitate to make an appointment with me.

Signature: .....

**COURSE TITLE:** .....

**DEFERMENT OF FIRST SITTING OF EXAMINATIONS AND/OR COURSEWORK TO AUGUST 2012**

I confirm that I have received my Communication of Progress Decision form and I wish to defer my first sitting of the examination(s) and/or completion of coursework in the module/CRN(s) listed below until the August assessment period.

I am aware that, should I be required to take supplementary examination(s) as a result of my first sitting in these modules/CRNs, these examinations will be held in the next academic year.

I am aware that this request to defer must be submitted to my Course/Subject Director by **MONDAY 20 FEBRUARY 2012**.

<u>Module/CRN Code</u>	<u>Title</u>	<u>Element(s) of Module/CRN you wish to defer</u> (Circle as appropriate*)
1 .....	.....	CW / EX
2 .....	.....	CW / EX
3 .....	.....	CW / EX
4 .....	.....	CW / EX

Course Code and Year: .....

Student Name (in capitals): .....

ID Number: .....

Signature of Student: .....

Signature of Course/Subject Director .....

\* CW = Coursework  
EX = Examination