

Applying for an Exam Deferral via NCI360

Screenshots Step One:

Select Service Gateway once logged in to NCI360

The screenshot shows a web browser window with the URL <https://nci360.ncirl.ie/servicegateway/>. The page features the NCI360 logo and a navigation menu with options: Service Gateway, Events, Appointments, Self Service Appointments, Jobs & Workplacements, and Student Assistance Fund. Below the navigation is a breadcrumb trail: Home / Service Gateway. The main heading is "Service Gateway".

Select the service or support department that you are looking for. You will be guided through a set of options to ensure that your query is dealt with as effectively as possible by the right person or team. Choose what you think best describes what you are looking for or the issue you are experiencing. Please be as specific as possible and if requesting an appointment, please let us know the date range and time of day that best suits you.

The search facility below allows you to search for any existing information that may be relevant to your IT issue or service request. It is recommended that you search the existing content first before submitting a new support call or request for information. This information bank is in its early stages and will build up over time. If you don't find what you need, choose the relevant support service or administrative department from the list to begin your request.

This service replaces the IT helpdesk previously used.

Q WHAT CAN WE HELP YOU WITH?

e.g. User login is failing

The taskbar at the bottom shows various application icons and the system clock indicating 16:44 on 03/05/2016.

Screenshots Step Two:

Select Application Forms and Letters from drop down menu

The screenshot shows the same NCI360 Service Gateway page as in Step One. Below the search bar, there is a section titled "Didn't find anything helpful?". To the right of this section is a "Category:" dropdown menu set to "Application Forms and Letters" and a "Create Request" button.

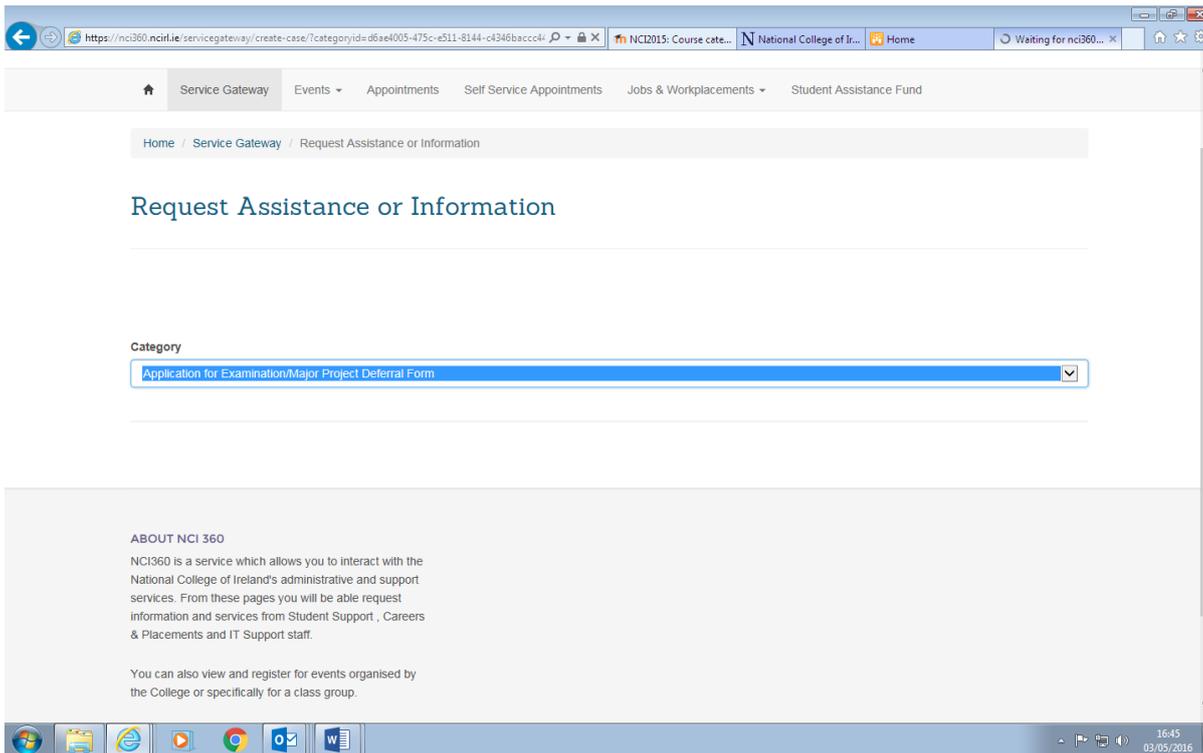
My Cases [v] Active [v]

Case Title	Case Number	Status	Created On
Application for Feedback	CAS-18779-V7J4H2	Active	3 months ago

The taskbar at the bottom shows various application icons and the system clock indicating 16:44 on 03/05/2016.

Screenshots Step Three:

Select Application for Examination/Major Project Deferral Form from drop down menu



Home / Service Gateway / Request Assistance or Information

Request Assistance or Information

Category

Application for Examination/Major Project Deferral Form

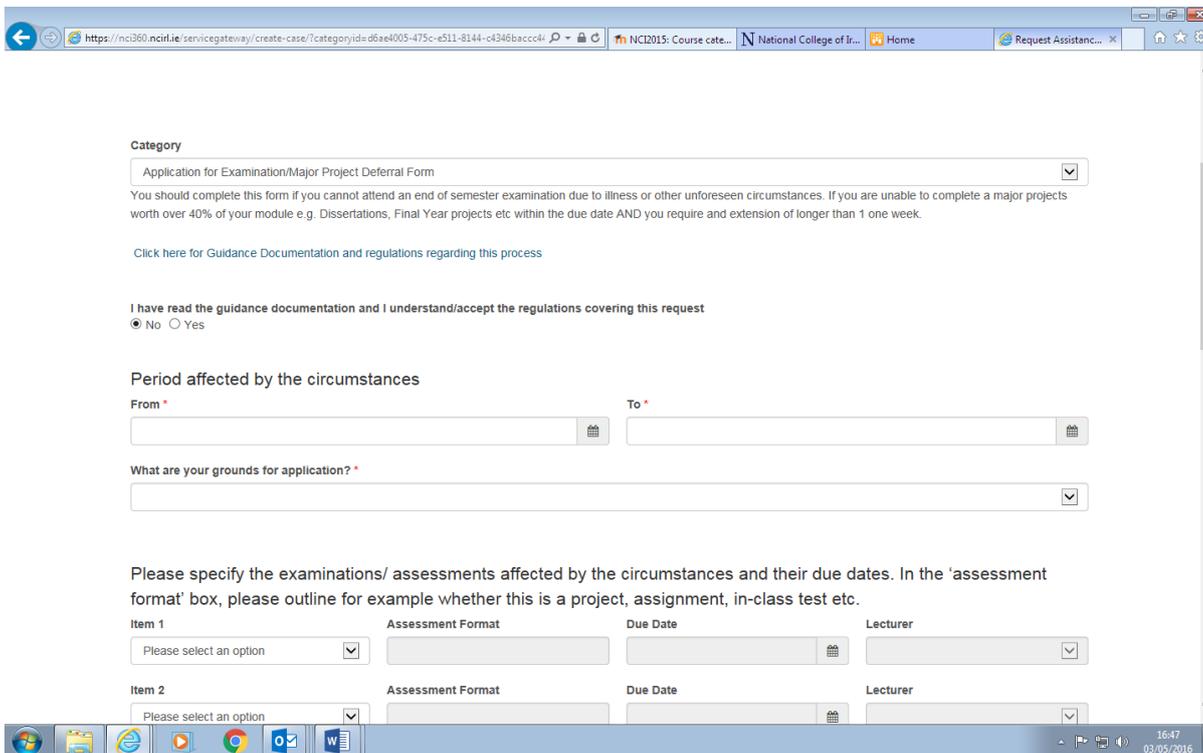
ABOUT NCI 360

NCI360 is a service which allows you to interact with the National College of Ireland's administrative and support services. From these pages you will be able request information and services from Student Support , Careers & Placements and IT Support staff.

You can also view and register for events organised by the College or specifically for a class group.

Screenshots Step Four:

Click to indicate that you have read and understand the regulations. Select affected dates, then relevant module from 'Item' drop down list, assessment format and due date, once this has been done the lecturer will automatically populate.



Category

Application for Examination/Major Project Deferral Form

You should complete this form if you cannot attend an end of semester examination due to illness or other unforeseen circumstances. If you are unable to complete a major projects worth over 40% of your module e.g. Dissertations, Final Year projects etc within the due date AND you require an extension of longer than 1 one week.

[Click here for Guidance Documentation and regulations regarding this process](#)

I have read the guidance documentation and I understand/accept the regulations covering this request

No Yes

Period affected by the circumstances

From * To *

What are your grounds for application? *

Please specify the examinations/ assessments affected by the circumstances and their due dates. In the 'assessment format' box, please outline for example whether this is a project, assignment, in-class test etc.

Item	Assessment Format	Due Date	Lecturer
Item 1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Item 2	<input type="text"/>	<input type="text"/>	<input type="text"/>

Screenshots Step Five:

Use the allocated box to summarise the circumstances that you would like the registrar to consider.

The screenshot shows a web browser window with the URL <https://nci360.ncirl.ie/servicegateway/create-case/?categoryId=d6ae4005-475c-e511-8144-c4346ba0cc4/>. The page title is "NCI2015: Course cate...". The browser tabs include "National College of Ir...", "Home", and "Request Assistanc...".

There are two rows of form fields:

- Item 5:** A dropdown menu with "Please select an option", followed by input fields for "Assessment Format", "Due Date", and "Lecturer".
- Item 6:** A dropdown menu with "Please select an option", followed by input fields for "Assessment Format", "Due Date", and "Lecturer".

Below the form fields is a text area with the instruction: "Summarise briefly the nature of the circumstances you wish the Examinations Board to consider and how you consider your performance to have been affected (max. 5000 characters)". The text area has a rich text editor toolbar with options like "File", "Edit", "View", "Format", "Formats", "B", "I", and various alignment and list options.

At the bottom of the form is a section for "Attach supporting evidence, example medical certificate or letter from employer" with a "Browse..." button.

The Windows taskbar at the bottom shows the system tray with the time 16:53 and date 03/05/2016.

Any supporting documentation can be uploaded to support your application.