

Special Assessment Circumstance Application

Information and Process:

- Special Assessment Circumstances (SAC) may be applied to your summative assessment/s in the event that you have been affected by factors beyond your control (**see Definitions**).
- Please read the information on this form first and then complete Section A
- Please print clearly and return the form together with any Medical Certificate or documentary evidence you have to Student Central **within 5 working days** after the due date of the summative assessment.
- Please note that, except in exceptional circumstances, any documentary evidence (such as a medical certificate) must be dated within 24 hours, or one working day, of the due time of the summative assessment item.
- If an assignment is due and you want to apply for an extension of less than five days, then your form may be submitted within five working days, however your assignment needs to be submitted within the extension period you are applying for.

Definitions

“Affected” means influenced in some way. For time constrained items such as tests, examinations and presentations this may be inability to attend any or all of the assessment events, or diminished performance. For other items it may be the inability to meet deadlines, or diminished performance within deadlines

“Factors beyond the Control of the Student” means any circumstance or situation which the student could not have reasonably prevented, including sickness or injury to the student, or bereavement.

Process

The application for consideration of affected performance shall be made by the student to the Programme Leader and/or Curriculum Leader, through Student Central. The Programme Committee will consider your application and you will be notified in writing of the result of your application. Both parties must keep a copy of this form.

Validity

To be considered valid, the application shall be capable of being verified as bona fide and must be supported by documentary evidence as the Programme Leader and/or Curriculum Leader may require. When requesting Special Assessment Circumstances for an assignment/assignments, it is recommended that this form be submitted along with any work completed to date towards the assignment/s in question.

Documentary Evidence

All applications must include supporting documentary evidence, except in exceptional circumstances (such exceptional circumstances should be explained within the form). The evidence should be on the originator's letterhead or with an official stamp, clearly stating a contact phone number and address.

Some examples are as follows (this list is not exhaustive):

- a medical certificate for health related applications, from a New Zealand registered medical practitioner; **including the dates when first unable to complete assessment/exam**
- death notice in the case of a bereavement;
- court summons/subpoena in the case of a court attendance;
- letter from an employer in the case of business requirements preventing student from sitting an examination or test or giving a presentation.

Consideration

The Programme Leader and/or Curriculum Leader shall decide the validity of each application, if the student is dissatisfied with the decision of the Programme Leader, the student may request that the Programme Committee reconsider the decision. Programme Committee shall consider the valid application and the result shall be notified to the student in writing. Note a student has one right of appeal to the Faculty Appeal Committee according to the Academic Management Policy, Student Appeals clause (14.1. 1).



Special Assessment Circumstance Application

SECTION A: To be completed by student

1. Personal details

ID number:

First name:

Last name:

Email:

Phone:

Address:

Postcode:

Programme:

My address is updated on MyUnitec portal

2. I am applying for a Special Assessment for the following:

Subject	Course Code	Date of Test/Exam/Assignment	Practical Exam	Theory Exam	Assignment	Clinical Hours	Lecturer
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

The grounds for my application are (select one of the following):

- I was unable to complete the summative assessment item; **or**
- I completed the summative assessment item but my preparation/performance was impaired; *or*
- I request extra time for completion of the summative assessment item (complete the section below)

Statement of exceptional Circumstances:

3. Complete this section if you are applying for extra time to complete an assessment item:

How much of the assessment item have you completed so far: _____

I will complete the assignment by: _____

I have attached work completed to date

4. I have attached documentary evidence from my GP/Councillor, **or**

Documentation will be provided through Student Wellbeing and I give permission for confirmation of an appointment to be provided

Signed:

Date:

SECTION B: Programme and/or Curriculum Leader to complete

1. Please recommend of the following options for each course:

As per Academic Management policy 13.7.2.

- 4) a) uphold the application as per 13.7.2(6)
 - b) hold the application pending completion of the rest of the Assessment items in the Course; or
 - c) decline the application
- 5) If section 13.7.2 (4) (c) applies, the application shall be returned to the Student, who may appeal to the Executive Faculty Dean.
- 6) If either section 13.7.2(4) (a) or (b) applies, the Programme Committee shall select the method to be used to determine the mark or grade to be awarded. Under normal circumstances the methods are:
 - a) extension of the relevant deadline for completion;
 - b) completion of the Assessment or an equivalent Assessment at another time;
 - c) completion of an alternative form of Assessment;
 - d) determination of the final grade by mathematical extrapolation if the Student has completed the substantial majority (which, except in exceptional circumstances shall be at least 80%) of the Summative Assessment of the Course; or
 - e) estimation of a mark or grade in accordance with section 13.7.2 (7).
- 7) If a Student has completed the majority of Course Assessments, and these Assessments are individual rather than group Assessments, the Programme Committee may use one of the following methods (taking into account section 13.3 (1) regarding recording of estimated grades):
 - a) estimation of the mark or grade that the Student would have gained had the circumstances not arisen;
 - b) changing the weighting of the Assessment items completed to estimate a grade for the complete Course,
- 8) If the mark or grade for the Assessment item determined in accordance with section 13.7.2 (7) is lower than that achieved by the student despite the circumstances, the mark or grade actually achieved shall stand.

Course code	Bona fide?	Recommendation	Signed	Due date for resit/resubmission
e.g HEAL 5022	e.g Yes	e.g (4) (b)		

2. Programme Leader Comments:

3. Signed by:

Programme Leader and/or Curriculum Leader: Date:

SECTION C: Programme Administrator to complete

Date application received: Received by:

Programme Committee Date:

Letter/Email sent to student Date: