

## AFFECTED PERFORMANCE CONSIDERATION (APC) FORM

- The purpose of applying for Affected Performance Consideration (APC) is to ensure your academic progress is not unfairly affected by **critical personal circumstances beyond your immediate control**.
- You can apply for Affected Performance Consideration (APC) for final examinations or other summative assessments
- You should only apply for Affected Performance Consideration if:
  1. You are/were unable to attend an examination, compulsory assessment or fixed time and place assessment activity due to illness, injury, bereavement or other critical circumstances – see below for an explanation
  2. Your preparation for, or performance in an examination or any summative assessment has been seriously impaired due to circumstances beyond your control - see below for an explanation.

**Check assessment information to see if you should apply for an extension instead of an APC. An extension can be granted for up to 5 days and is usually for less serious circumstances.**

**Note: an extension cannot normally be granted for an exam or fixed time assessment.**

### Definitions

**Critical personal circumstances** – means circumstances which have a profound effect on your ‘normal’ functioning. This could include your ability to focus, concentrate, think clearly or put aside strong emotion for the period of the assessment, or a significant portion of the study period

**Beyond your control** - means circumstances that you could not change or influence – such as anxiety, illness, bereavement or other critical personal events

### Process

- Consider whether you need to apply for an extension of time **OR** an APC. If you are unsure, check with Unitec Student Central or your lecturer
- Read the information on this form first and then complete Part One clearly
- Email this form together with supporting evidence, to [tkk@unitec.ac.nz](mailto:tkk@unitec.ac.nz) within 5 working days after the due date of the fixed time assessment.
- If you waiting for an appointment to see a counsellor at Te Puna Waiora (Unitec’s medical centre), the appointment confirmation can be attached as initial evidence; you can also visit a Nurse or a GP for an assessment for evidence for an APC.

Note: documentary evidence must contain the contact details of the person/organisation named in the document. You will also need to include evidence of the work you have carried out so far if you are applying for an APC for a summative assessment.

### How to Apply if you had to leave an exam or other fixed time assessment:

- If you attended the exam or other fixed time assessment and had to leave because you were feeling unwell, you must visit a registered health professional within 24 hours, and have them complete the medical section of this form (Part Two), or provide a recognised medical certificate, for verification purposes.
- Submit the application form and the medical certificate within 5 working days of the assessment.

**How to apply if you were unwell and couldn’t come to an exam or other fixed time assessment** (a fixed time assessment is an assessment which takes place on a specific date at a specific place, eg, on campus):

- If you were unable to attend the assessment, then you must visit the doctor for a medical certificate, or ask them to complete Part 2 of this form, and submit within 5 working days of the assessment.

### How to apply if you experienced other critical personal circumstances:

- Refer to Documentary Evidence table on page 2 of this form for the other circumstances under which Affected Performance Consideration (APC) may be applied for, and the types of evidence required.

### Validity

To be considered valid, your application must be capable of being verified as bona fide and therefore must be supported by documentary evidence. Unitec reserves the right to contact the person verifying illness, injury or other critical personal circumstances.

**Examples of Critical Personal Circumstances and Suitable Evidence**

All applications must include an original copy of supporting documentary evidence. Some examples are:

Critical Personal Circumstances	Suitable evidence
Illness Injury Hospital admission Birth of a baby	<ul style="list-style-type: none"> <li>• Medical certificate from a registered medical practitioner</li> <li>• Hospital admission paperwork</li> <li>• Certificate/letter from a registered Health Professional (Nurse, Osteopath, Physiotherapist, etc)</li> <li>• Birth Certificate or letter from a midwife</li> </ul>
Anxiety Mental Health	<ul style="list-style-type: none"> <li>• Medical certificate/letter from a registered Counsellor, Mental Health Practitioner, Psychiatrist, Nurse, GP</li> </ul>
Court appearance Detained by Police Jury Duty	<ul style="list-style-type: none"> <li>• Court document</li> <li>• Police report</li> <li>• Statutory Declaration witnessed by a JP</li> <li>• Letter from a Social worker</li> <li>• Summons, subpoena</li> </ul>
Car accident House fire Burglary	<ul style="list-style-type: none"> <li>• Statutory Declaration witnessed by a JP</li> <li>• Medical Certificate (if injury resulted)</li> <li>• Police report</li> </ul>
Death of a family member or close personal friend	<ul style="list-style-type: none"> <li>• Death notice</li> <li>• Order of Service</li> <li>• Statutory declaration witnessed by a JP</li> </ul>
Business commitment	<ul style="list-style-type: none"> <li>• Letter from employer stating the business requirement preventing you from attending</li> </ul>
Dental emergency	<ul style="list-style-type: none"> <li>• Letter or medical certificate from a registered NZ dentist or dental specialist</li> </ul>

**Consideration of Affected Performance**

Your Academic Programme Manager will decide on the validity of the grounds for your application, If you are dissatisfied with their decision you may request that the Programme Academic Quality Committee (PAQC) reconsider this decision. You will be notified of the result in writing. **NOTE:** You have the right to appeal of the PAQC decision. The Notice of Appeal form is located on the Unitec website. The associated process is outlined in AC2.6 Student Appeal Procedure

**PART 1 Student: To be completed by the student**

**1. Personal details**

ID number: \_\_\_\_\_

First name: \_\_\_\_\_

Last name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Programme: \_\_\_\_\_

My address is updated on MyUnitec portal (please tick)

2. I am applying for Affected Performance Consideration (APC) for the following (list all assessments affected):  
(attach a separate sheet of paper if more space is required)

Subject	Course Code/ Number	Date of Assessment Day/Month/ Year	Lecturer	Name of assessment

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

- I was unable to complete the assessment; **or**
- I completed the assessment but my preparation/performance was impaired/affected

**3. Statement of Critical Personal Circumstances:**

Please describe the critical personal circumstances that affected you missing, not attempting or affecting your performance (and/or preparation) for the assessment/s above:

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How much of the assessment item have you completed so far? \_\_\_\_\_

I will complete the assignment by: \_\_\_\_\_

I have attached work completed to date (scan the work you have done so far or attach photos)

**Declaration**

I give my consent for any relevant details to be shared with the Appropriate Unitec Authority

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

- I have attached documentary evidence, or
- Documentation will be provided through Student Wellbeing at Unitec and I provide evidence of a scheduled appointment with a counsellor/nurse/GP\* (delete as applicable)

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

**PART 2 Health Professional: To be completed by a Registered Health Professional**

Student's name:

Student's ID number:

Course (s) this application applies to:

Critical personal circumstances are defined as circumstances which have a profound effect on the 'normal' functioning of the student. The effect will usually be in terms of ability to concentrate, to think clearly or be able to put aside strong emotion for the duration of the assessment or a significant proportion of the study period.

Some examples of critical personal circumstances include, but are not limited to: the break-up of a long-standing relationship; sudden illness or injury to a close relative or friend; death of a significant person; being exposed to a fire, crime involving violence or loss, motor vehicle or other accident; having a close friend or family member arrested for a significant crime; witnessing a traumatic event such as injury to another person. Such circumstances may all result in an impairment of functioning significant enough to substantially impact on performance in the assessment.

Events which may cause significant impact on assessment preparation may include: loss of computer (with all notes) through damage or theft; having to spend large amounts of time with ill or dying relatives or close friends; significant family disruption such as parental divorce.

Most importantly, please note **that these events should be proximal to the assessment event**. Critical personal circumstances which have occurred at some time removed (ie more than two weeks) from the assessment event should not normally be considered.

Circumstances of the student's own making, such as sleeping through an exam/ assessment event, or being exhausted because they studied all night prior to an exam, are not grounds for an application.

The student must consult with a registered health professional normally within five days of the onset of illness, injury or other critical personal circumstances.

Please present your information in terms which will be understood by Unitec teachers, who are not usually health professionals. As the documents may be seen by a number of different people, it is important to refrain from including very personal information in your statement.

I was consulted by the applicant on \_\_\_\_\_ and certify that on the day of (or up to 72 hours preceding) the assessment event(s) the student suffered the following critical personal circumstances:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Assessment of Impact on the student:**

**Very serious:** The student was unable to attempt and/or prepare for the assessment.....

**Serious:** The student was probably unable to attempt or prepare adequately for the assessment .....

**Moderate:** The student could attempt and prepare for the assessment, with substantial reduction in performance likely.....

**Mild:** The student was able to attempt and prepare for the assessment, with some reduction in performance likely .....

**Little/no impairment:** The student could attempt and prepare for the assessment with performance minimally affected .....

This form should be considered as a  Medical Certificate (detailing the student's critical personal circumstances)  Reporting Certificate (evidence of the critical personal circumstances not observed at the time of the student's visit).

I am prepared to validate the circumstances I was consulted on, and the severity of impact on the student to an appropriate Unitec authority, or a referee.

**PART 2 Health Professional: To be completed by a Registered Health Professional**

Name:

Email:

Phone:

Qualifications / membership of professional body:

Date signed:

Practice:

Town/city:

Signature:

Official stamp:

**Student to email completed form to [tkk@unitec.ac.nz](mailto:tkk@unitec.ac.nz)**

**NOTE:** If page 4 of this form has not been signed by the person verifying your circumstances, then evidence must be attached on their letterhead, or with an official stamp, clearly stating their contact phone number and address for verification purposes.