

## Aegrotat Pass Regulations

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Review Cycle:	5 year cycle		
Applies From:	Immediately		

Major changes/additions since the last version was approved are indicated by a vertical line in the left hand margin.

## 1 Introduction

### 1.1 Purpose

This policy is to provide a framework and principles for situations where students are absent from an assessment event, or unable to perform to the best of their ability through critical circumstances beyond their control.

### 1.2 Scope and Application

- a This policy applies to:
  - i Programmes/courses that allow aegrotats.
  - ii Assessments conducted by or delegated to Ara Institute of Canterbury<sup>1</sup>, where alternative arrangements cannot be made for the student to complete the assessment due to administrative or other reasons.
- b It does not apply to:
  - i Assessment situations where documented evidence is required that every learning outcome has been individually assessed (e.g. as in the case with many unit standards registered on the National Qualifications Framework).
  - ii Assessments controlled and administered by an external body (refer to examining body handbook or chief supervisor conducting the assessment on behalf of that body).
  - iii Absence from or impaired performance in an assessment because a student has not attended class, study or prepare for the assessment.

### 1.3 Formal Delegations

- a On 17 May 2006 the (then) CPIT Council endorsed the existing schedule of Council delegations to the Chief Executive. The delegation also includes responsibility for the operation of the Academic Board, and further empowers the Chief Executive to sub-delegate to staff members/other bodies as he/she sees fit.

<sup>1</sup> From herein referred to as Ara

- b The Academic Board Terms of Reference are updated on a regular basis and submitted to Council for ratification. The current terms of reference include the following responsibilities relevant to this policy:
  - i Setting academic standards, including assessment policies and procedures related to programme assessment and moderation.
  - ii Overseeing the establishment and reviewing of programme regulations, including policies and practices regarding assessment and appeals.
  - iii Establishing procedures for handling appeals and complaints related to academic matters.
- c Sub-delegations from the Academic Board to other bodies (e.g. Department Board of Studies) are recorded in the minutes of the Academic Board and summarised in an attachment to the Board's Terms of Reference. Refer Section 3 of this policy for delegations relevant to this policy, as well as responsibilities for specific tasks and authority to vary policy.
- d Academic Board to Heads of Department (relevant to this policy):
  - i Aegrotat – Decisions regarding eligibility for an aegrotat. Decisions on assessment of students' performance for an aegrotat pass (in conjunction with the Department Board of Studies).
- e Academic Board to Academic Appeals Committee:
  - i Consideration of appeals against declined aegrotat applications.

#### 1.4 Definitions

- a **Aegrotat Assessment:** An appraisal made of how a student is likely to have achieved had the assessment been attempted or performance unimpaired. Students will be expected to show sufficient achievement in other course work to allow an aegrotat assessment to be made.
- b **Aegrotat Eligibility:** A decision made on whether an application for an aegrotat meets the criteria as stated in this policy.
- c **Aegrotat Pass:** A pass awarded to a student who was unable to complete an assessment at the specified time or whose performance on that assessment was impaired, on the grounds detailed in this policy.
- d **Assessment:** Test, examination, assignment or other activity used to measure student achievement.

<b>Related Ara Procedures and Forms</b> <ul style="list-style-type: none"> <li>• APP510a Aegrotat Application Student Information</li> <li>• APP510b Aegrotat Application</li> <li>• APP510c Practitioner Statement</li> <li>• APP510d Bereavement, Funeral/Tangihanga or Childbirth/Whanau Information Form</li> </ul>	<b>Related Ara Policies</b> <ul style="list-style-type: none"> <li>• APP505 Assessment</li> </ul>
<b>Related Legislation or Other Documentation</b>	<b>Good Practice Guidelines</b> (indicate if attached to policy or where they can be found)
<b>References</b>	

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## Notes

2012 - Changes made throughout the policy to reflect the changes to the structures within CPIT.  
Purpose and principles added.

2016 – new branding; updated Results Office to Department Office.

2017 – addition of statement that Formal Appeals are reported publically every six months

## 2 Principles

- 2.1 Aegrotat pass regulations are fair, valid, equitable and inclusive to all students.
- 2.2 Heads of Department are responsible for ensuring that all applications are processed according to the approved Ara policy and procedures.
- 2.3 Any reconsideration of result following an aegrotat application must not disadvantage the student.

## 3 Associated procedures for Ara Academic Policy on: Aegrotat Pass Regulations

<b>Contents:</b>	3.1	Introduction
	3.2	Aegrotat Process
	3.3	Appeals

### 3.1 Introduction

- a Aegrotat provisions exist so that students are not unfairly disadvantaged if they cannot undertake an assessment, or their performance is impaired, because of specified circumstances beyond their control.
- b Ara policy, however, is that if at all possible students are assessed, rather than using the aegrotat regulations. An aegrotat is the last resort. The following alternatives are preferred options:
  - i An alternative assessment (different time and/or different assessment)
  - ii 'Resit' provisions, as provided to other students
  - iii Extension of time to complete an assignment
  - iv Learning Services support to undertake the assessment (e.g. use of a writer for an injured arm).
- c Where aegrotat regulations are used, the preferred option is for the student to complete the assessment if possible and, if the grounds for an aegrotat are covered by this policy, apply for "impaired performance".
- d An aegrotat (including "impaired performance") is awarded only if there is sufficient evidence from other assessments or class work that the student has achieved the learning outcomes. In some cases, this decision cannot be made until the end of the course, when all other assessments have been completed.

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## 3.2 Aegrotat Process

There are two steps to the aegrotat process:

### **Step 1: Deciding whether the application meets the criteria for an aegrotat and, if so, accepting the application.**

#### **Criteria:**

- a The course/programme allows aegrotats.
- b Illness, injury, bereavement, childbirth or other unforeseen critical circumstances, occurring on or immediately prior to the day of assessment, prevents the student attending the assessment or seriously impairs performance during the assessment itself (inability to attend classes, study or prepare for the assessment are not covered by this criteria).
- c Evidence is provided from one of the following to verify the student's circumstances at the time of the assessment:
  - i Registered/Accredited Medical Practitioner, Psychologist, Dental Surgeon, Psychiatrist, Kaumatua or Ara Counsellor, on the Ara form "Practitioner Statement", with enough detail to establish the nature of the problem and the extent to which it led to absence or impaired performance.
  - ii Funeral or birth notice/evidence with the Ara form "Funeral/Tangihanga or Childbirth/Whanau Information".
- d The application is submitted to the Department Office within **7 working days** (excluding public holidays) of each assessment.
- e There is no alternative assessment time or method, extension of time to complete an assignment, or support available from Learning Services (e.g. use of a writer for a student with injured arm).
- f Note that if possible, the student is expected to attempt the assessment and apply for "impaired performance".

#### **Procedure:**

- a The student submits the completed application to the Department Office. Students should obtain the medical report themselves or authorise the person writing the report to disclose it to Ara [Privacy Principle 11 (d)]. Note that the information received will be used only for the purpose of deciding whether an aegrotat application should be accepted [Privacy Principle 10].
- b The Department Office confirms that the assessment regulations in the programme of study do not allow for alternative arrangements to complete the assessment and forwards the application to the Head of Department for consideration.
- c The Head of Department informs the student and the relevant staff within their Department, whether or not the application has been accepted for aegrotat assessment (Step 2).

### **Step 2: Deciding whether the student meets the learning outcomes and, if so, awarding an aegrotat pass.**

#### **Criteria:**

- a The Head of Department or delegate is satisfied that the student would have performed to an acceptable standard if they completed the assessment or did so without impairment.

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- b The Department has evidence that the student has achieved at the required standard on similar assessments and/or coursework.

**Procedure:**

- a The Head of Department or delegate, in consultation with the tutor(s), determines against documented procedures whether there is sufficient evidence from other assessments that the learning outcomes have been achieved and any attendance requirements met.
- b The Department informs the student whether or not an aegrotat pass has been granted and enters the result in the Student Management System (SMS). If not granted, the Department advises the student why.
- c If successful, the student's record will show either:
  - i "AP" (Aegrotat Pass, ungraded) or other notation specified by external regulations where an aegrotat pass is granted for the main course assessment, *or*
  - ii An assessed grade, for example "C\*" (Aegrotat Pass, assessed Grade C) where relevant, e.g. a minimum grade is specified for progression to further study and there is already evidence of achievement at this grade level in the course.
- d Students may choose between the grade they obtained and an aegrotat pass if they apply for an aegrotat with impaired performance, and then find that they have passed the assessment.
- e The Head of Department submits a report to the Academic Board on applications assessed and aegrotat passes granted, twice a year.

### 3.3 Appeals

- a Appeals regarding Step 1 (criteria for accepting an application) are to be in writing to the Department Board of Studies within **10 working days** (excluding public holidays) of receiving notice that the application is declined.
- b Appeals regarding Step 2 (awarding an aegrotat pass) are made under the same conditions as any other assessment – refer to policy *APP505 Assessment* in the Academic Policies & Procedures.
- c Appeal decisions are reported publically every six months. Please note no identifying information is published.