

Aegrotat Application Learner Information

Please read carefully before completing your application

Overview

Aegrotat provisions exist so that you are not unfairly disadvantaged if you cannot undertake an assessment, or if your performance is impaired at the time of an assessment because of specified circumstances beyond your control (see *Criteria* section below).

Ara Institute of Canterbury Ltd¹ policy, however, is that you are assessed if at all possible, rather than using the aegrotat regulations. An aegrotat is the last resort. The following alternatives are preferred options:

- An alternative assessment (different time and/or different assessment)
- ‘Resit’ provisions, as provided to other learners
- Extension of time to complete an assignment
- Learning Services support to undertake the assessment (e.g. use of a writer for an injured arm).

If an aegrotat is necessary, you must undertake the assessment if possible and apply for an aegrotat with “impaired performance”. An application will not be accepted if you were able to attempt the assessment but chose not to do so.

An aegrotat (including “impaired performance”) is awarded only if there is sufficient evidence from other assessments or class work that you have 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.

Criteria for Application to be accepted

- 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, prevent you attending the assessment or seriously impair your performance during the assessment itself (inability to attend classes, study or prepare for the assessment are not covered by this criteria).
- c You attempt the assessment if you are able to and apply with “impaired performance”.
- d Ara reserves the right to require documentation to verify the learner’s circumstances at the time of the assessment:
 - 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.
 - Funeral or birth notice/evidence included with the Ara form “Bereavement, Funeral/Tangihanga or Childbirth/Whanau Information,” at the department’s discretion.
- e You submit the application to the affiliated Faculty considering the aegrotat prior to each assessment.

¹ From herein referred to as Ara

Process

- a The Faculty forwards your application to the Dean of Faculty to consider if it meets the criteria for acceptance. You will be notified of the outcome.
- b The Faculty informs the learner whether or not an aegrotat pass has been granted. If not granted, the Faculty advises the learner why.

Refer to the policy *APP510 Aegrotat Pass Regulations* for the full criteria and procedures.

Queries about whether you are eligible for an aegrotat go to:
The Faculty

Attached
are:

- Application form
- Practitioner Statement form
- Bereavement/Childbirth form