

## If you have missed an examination or arrived late because of an error on your part

We recognise that in a community of over 20,000 students there will always be cases where, in spite of good intentions, an examination time is missed through genuine error. If this should happen to you, go immediately to your Faculty Student and Academic Services Office and explain what has happened. You may be able to sit the examination late and then request an ungraded special pass. A special pass is considered on the basis of your performance in the examination and in the rest of the course.

Check your course outline for information on penalties, extensions and mandatory course requirements.

## CONTACTS

### FACULTY OF ARCHITECTURE AND DESIGN

Student Administration Adviser

Phone 04-463 6276

Email [architecture@vuw.ac.nz](mailto:architecture@vuw.ac.nz) or [design@vuw.ac.nz](mailto:design@vuw.ac.nz)

### FACULTY OF COMMERCE

Enrolments Coordinator

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### FACULTY OF EDUCATION

Phone 04-463 9569

Email [education@vuw.ac.nz](mailto:education@vuw.ac.nz)

### FACULTY OF HUMANITIES AND SOCIAL SCIENCES

Phone 04-463 5745

Email [fhss-enquiries@vuw.ac.nz](mailto:fhss-enquiries@vuw.ac.nz)

### FACULTY OF LAW

Course Assessment Administrator

Phone 04-463 6342 or 04-463 6433

Email [law-enquiries@vuw.ac.nz](mailto:law-enquiries@vuw.ac.nz)

### FACULTY OF SCIENCE AND FACULTY OF ENGINEERING

Phone 04-463 5981

Email [science-faculty@vuw.ac.nz](mailto:science-faculty@vuw.ac.nz)

### STUDENT HEALTH SERVICE

Phone 04-463 5308

Email [student-health@vuw.ac.nz](mailto:student-health@vuw.ac.nz)

### STUDENT COUNSELLING SERVICE

Phone 04-463 5310

Email [counselling-service@vuw.ac.nz](mailto:counselling-service@vuw.ac.nz)

### DISABILITY SERVICES

Phone 04-463 6070

Email [disability@vuw.ac.nz](mailto:disability@vuw.ac.nz)

### STUDENT INTEREST & DISPUTES ADVISOR

Yvonne Oldfield

Phone 04-463-5023

Email [yvonne.oldfield@vuw.ac.nz](mailto:yvonne.oldfield@vuw.ac.nz)

### VUWSA ADVOCACY SUPPORT SERVICE

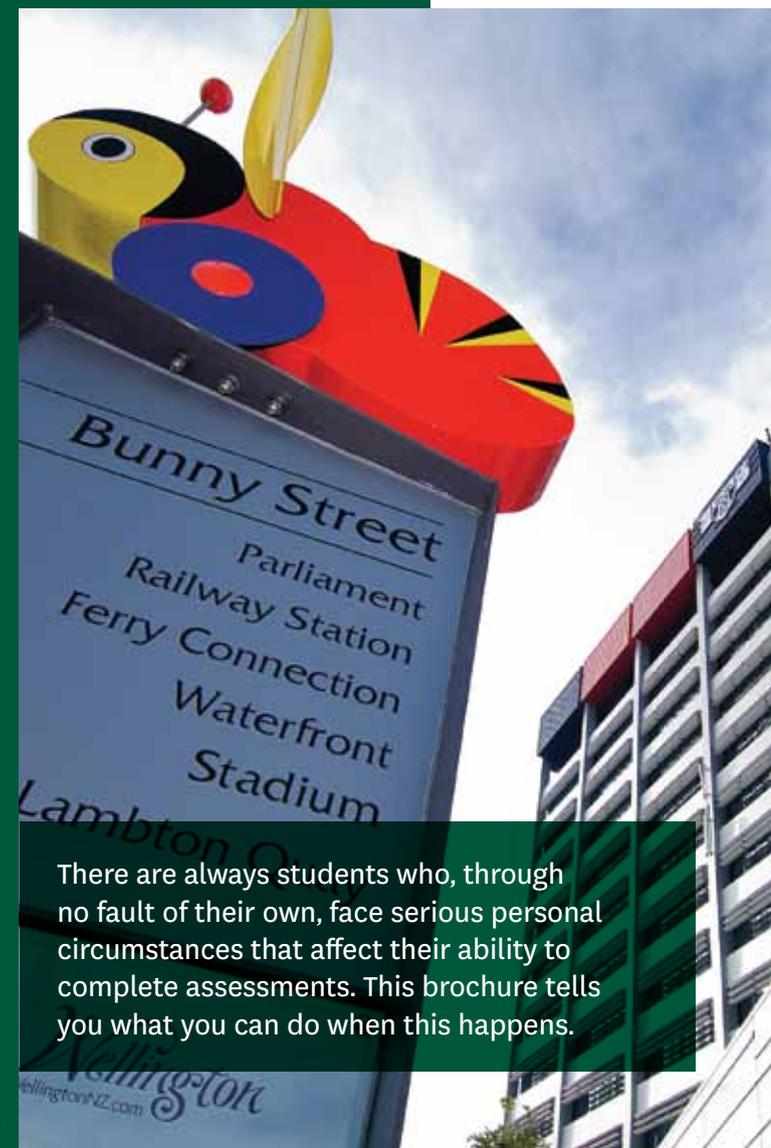
Kelburn Office Phone 04-463 6984

Pipitea Office Phone 04-463 9479

Karori Office Phone 04-463 9781

Email [advocate@vuwsa.org.nz](mailto:advocate@vuwsa.org.nz)

## IF YOU CANNOT COMPLETE AN ASSIGNMENT OR SIT A TEST OR EXAMINATION



There are always students who, through no fault of their own, face serious personal circumstances that affect their ability to complete assessments. This brochure tells you what you can do when this happens.

## If you have been affected by health issues, a bereavement or some other exceptional circumstance

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### During the main part of the course

If the circumstances occur during the course, tell the course coordinator as soon as possible. The course coordinator can usually arrange for an extension or in some cases an alternative assessment. You may be asked for a note from a doctor or a counsellor, or some other evidence, to ensure fairness to all. Completing the assessment is the preferred option because it means you will still learn from doing the assignment or preparing for the test and you will receive a grade for the course.

### Late in the course

If the circumstances occur towards the end of the course (at most three weeks before the end of teaching) you should still explore the possibility of an extension for any assessment item. If that is not possible, or if you have not been able to prepare properly for an examination, talk with someone in your Faculty Student and Academic Services Office. You may be able to apply for an ungraded pass called an aegrotat pass. An aegrotat pass application requires evidence from a health professional such as a doctor or a counsellor.

### At examination time

If you are unwell or have other personal issues on the day of an examination, contact your Faculty Student and Academic Services Office, Student Health Service, Student Counselling Service, or Disability Services. They can advise you about alternative facilities (including sitting the examination in a separate room or getting help from a peer writer if you cannot write) or provide you with an aegrotat application form.

## When and how do you apply for an aegrotat pass?

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An aegrotat pass in a course may be awarded under the following conditions:

- ⊞ When you have not been able to complete an item of assessment, or you have failed it, because of circumstances such as injury, illness, bereavement or other personal issues of well-being. Documented evidence of those circumstances will be needed from a registered health professional such as a doctor or a counsellor. Note that if you are unable to attend an examination, you will normally need to have seen the health professional within 24 hours of the time of the examination; and
- ⊞ When the item of assessment is either in the examination period, or is an item that is due within the last three weeks of teaching and for which no alternative assessment could be arranged; and
- ⊞ When you have completed a reasonable portion (normally at least 30%) of the assessment for the course and you have passed that assessment at a level beyond mere borderline.

An application for an aegrotat pass is considered by the course coordinator and Head of School who make a recommendation to the Convenor of the Academic Committee.

## Applying for an aegrotat

Aegrotat application forms are available from your Faculty Student and Academic Services Office or from the Student Health and Student Counselling services. There are separate sections to be filled in by you and by your health professional, who then forwards the application to the Faculty Student and Academic Services Office. Once it is received, the School is asked to provide an academic assessment of the work you completed in the course, but the School does not see what you or your health professional has written.

## Deadlines relating to aegrotat applications

If you are applying because you were unable to sit an examination or test, or were impaired during the examination or test, you must see your health professional within 24 hours of the scheduled time.

If your application is based on impaired preparation, you must have seen your health professional during the three weeks leading up to the examination or hand-in date.

Your application for an aegrotat should be submitted to your Faculty Student and Academic Services Office within seven days of your last examination/ piece of assessment. In exceptional circumstances late applications may be accepted by the Convenor of the Academic Committee if the lateness is due to reasons outside your control. You must include a letter detailing the reasons for the lateness.

## What if you subsequently pass the course with the assessment that you have completed?

Sometimes this happens because you have done well in the prior assessments and this is enough to get you a pass, usually with a lower grade. In this case, the grade will be recorded but you can also apply to have an impaired performance comment on your transcript. Your Faculty Office will tell you how to do this.