

Application form for consideration of aegrotat pass

Use this form to apply for consideration of an aegrotat pass. See www.victoria.ac.nz/exam-assistance for more information about aegrotat passes. Remember, there may be other options to get a graded pass. Your faculty office or Exam Coordinator will be able to help you with this.

1: Your details

Provide your details so we can contact you about this application. (Remember to update your details in student records if they have changed.)

Name:	Student ID number:
Email:	Mobile phone number:
Faculty/faculties:	

2: Reason you are applying for an aegrotat

You can apply for consideration of an aegrotat pass if: you have a serious illness or injury, bereavement, or another critical issue involving your health or wellbeing or that of a relative or close friend, or some other exceptional circumstance that has **seriously impaired** your ability to prepare for, perform in, or attend an exam or complete an assessment due in the last three weeks of teaching or after.

Describe your situation in general terms and why you are applying for an aegrotat, including any relevant dates. Please **do not** include confidential personal details.

3: Exams and assessments covered by this application

List the exams and assessments this application covers in the table below. Please list more on another sheet if required.

Course Code	Exam or assessment?	Date of exam/ assessment due	Time of exam/ assessment due

4: Declaration and consent

Sign and date the declaration below.

The information I have provided is correct and complete to the best of my knowledge. I give consent for my health professional to disclose health information that is relevant to my aegrotat application to officers of the university for the sole purpose of considering my application. I also understand that my application for an aegrotat pass does not guarantee me an aegrotat pass: my application will need to be assessed and will only be approved if it meets the policy outlined at section 9.4 of the Assessment Handbook.

Signature of student:	Date:
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Please leave your completed application form at Mauri Ora after your appointment. If you have used a health provider outside the university, please ask them to scan this application form and the impairment certificate (page 2) and send to your faculty office, then give you the originals to submit to your faculty office as a backup.

Aegrotat certificate of impairment (for external health professional use only)

This form is to be used by health professionals external to the university to record a medical assessment for an aegrotat application. For help filling in this certificate, use the *Information about aegrotats for external health professionals* (overleaf) or www.victoria.ac.nz/exam-assistance for general information about aegrotats.

1: Health professional details

Please provide your details so we can contact you about this application if required.

Name:	Role/title:
Email:	Mobile phone number:
Name of practice:	Physical address:

2: Certificate of impairment

Patient's date of birth:
Patient's full name:
Patient's full address:

The above-named person consulted me on: *[date of consult]*

In my opinion, the student has experienced an exceptional personal circumstance outside of their control: *[tick as appropriate]*

<input type="checkbox"/>	serious illness or injury
<input type="checkbox"/>	bereavement
<input type="checkbox"/>	critical personal circumstance involving their health or wellbeing or that of a relative or close friend
<input type="checkbox"/>	other exceptional circumstances beyond their control

Level and dates of impairment (see sections 2 and 3 of the guide overleaf)

My assessment is that the student's level of impairment should be regarded as *[delete accordingly]* **above the threshold / below the threshold** for the purposes of aegrotat consideration between these dates:

FROM..... TO.....

Recommendation of attendance at exam/completion of assessment (see section 4 of the guide overleaf)

During the period indicated above, I have advised the student to: *[tick as appropriate]*

<input type="checkbox"/>	attend their exam/complete their assessment
<input type="checkbox"/>	NOT attend their exam / complete their assessment

Notes (see section 5 of the guide overleaf)

[fill in as appropriate]

3: Declaration

The student has been informed that their impairment has been reflected in this certificate and that they should return for further assessment if their impairment gets worse or falls outside of the above dates/recommendation. In this situation they will be offered further assessment, caring support and treatment as appropriate. An additional impairment certificate may be issued.

Signature:	Date: Qualifications/governing body: Practicing certificate number:
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Information about aegrotats for external health professionals

This guide is for health professionals external to the university who have been requested to support a student's aegrotat application. This guidance and definitions are used by the health professionals at Victoria University Student Health and Student Counselling to guide their assessment of students' impairment in relation to the university's aegrotat policy. They are provided here to ensure that students are assessed consistently whether they consult a health professional at Student Health and Student Counselling or a health professional of their choice in the community.

1: Overview of aegrotat process

- *Students can apply for an aegrotat pass if:* they have a serious illness or injury, bereavement, or another critical issue involving their health or wellbeing or that of a relative or close friend, or some other exceptional circumstance that has **seriously impaired** their ability to prepare for, perform in, or attend an exam or complete an assessment due in the last three weeks of teaching or after. Preparation time covers the three weeks leading up to an exam or due date for an assessment item.
- *To apply for an aegrotat pass:* students must fill in the *Aegrotat Pass Application* form and obtain supporting evidence from a health professional that the level of impairment meets the threshold described. Supporting evidence must be captured on the *Aegrotat Certificate of Impairment* form. The student's faculty and school will assess the application using both the impairment information and academic evidence of the student's progress in the course.

2: Level of impairment: above and below the threshold

Assess the student's level of impairment based on the definitions in the table below.

If the student is experiencing...	On the <i>Certificate of Impairment</i> select...
Illness, injury or circumstances where impact falls outside the normal range of those that students usually experience in examinations, and impact upon preparation or performance is substantive or significant . These circumstances may affect exam attendance . <i>Examples: Infection with systemic illness, migraine headache on day of exam, moderate asthma, hospitalisation, head injury, fracture, acute anxiety/ depression, bereavement</i>	Above the threshold
Minor illness, injury or circumstances where impact falls within the normal range of those that students usually experience in examinations, and impact upon preparation or performance is not substantive or significant . These circumstances won't affect exam attendance . <i>Examples: Infection without systemic illness, mild headaches, dysmenorrhoea</i>	Below the threshold

3: Dates of impairment

Use your best judgement based on the individual student's circumstances and your knowledge and experience to define the likely length of serious impairment.

4. Recommendation regarding attendance at exam or completion of assessment

Use your best judgement and the definitions in the table below to recommend whether the student should attend the exam or complete assessment. The principle is that students should be encouraged to attend exams/ complete assessments unless, in your opinion, they are unfit to do so. Note that Student Health can arrange an alternative exam facility if that would enable the student to sit the exam – students need to apply separately to Student Health to explore this option.

If it is likely in your judgement that the student...	On the <i>Certificate of Impairment</i> select...
Will be physically and/or mentally able to attend their exams or complete assessments that fall within the dates of impairment	Attend the exam/complete the assessment
Will be physically and/or mentally incapable of attending their exams or completing assessments that fall within the dates of impairment	NOT attend the exam/complete the assessment

5: Notes

Use the notes section to record anything relevant to the application that you have not captured elsewhere. Please attach further information to the application if this is relevant.

6: Further information

- **From us:** If you require any help filling in the *Certificate of Impairment* form, contact Student Health, Student Counselling or Disability Services on 0800 842 867. Visit our website www.victoria.ac.nz/exam-assistance for general information about aegrotats.
- **From you:** It is possible that a university staff member may be in touch to seek further information about your assessment. Please ensure your contact details are clear and complete on the *Certificate of Impairment*.

7: Submitting the application

Please scan the student's completed application form and *Certificate of Impairment* and email to the relevant faculty office (see below). Please give the original forms back to the student to take to the faculty office as a backup.

Note: You need only email the forms to one faculty - if the student is applying for an aegrotat in more than one faculty, the first faculty will copy and distribute to others as required.

Faculty of Architecture & Design

architecture@vuw.ac.nz or design@vuw.ac.nz

Faculty of Commerce

vbs@vuw.ac.nz

Faculty of Health

health@vuw.ac.nz

Faculty of Humanities & Social Sciences

fhss-enquiries@vuw.ac.nz

Faculty of Law

law-enquiries@vuw.ac.nz

Faculty of Science and Engineering

science-faculty@vuw.ac.nz