

Request for Aegrotat Pass

Complete this form if you have experienced exceptional circumstances leading you to miss your final examinations or assessments.

Return to:

Reception at any Campus or **Mail to:** Private Bag 39814, Lower Hutt 5045

Email to: the programme manager from the email address you have registered with WelTec

 www.weltec.ac.nz

 0800 935 832

1 TO THE STUDENT

Before filling in this form you should carefully read the Academic Statute, section 5, Aegrotat Circumstances (see below).

I,

(Please print full name clearly)

wish to request an aegrotat pass in the following assessment(s):

Programme	Course Code and Name	Assessment Date	Assessment Time

My request is based on the grounds that:

(Please tick the basis for your application).

- I was unable to complete the assessment(s) through illness, injury or a circumstance or situation which I could not have reasonably prevented.
- Having attempted the assessment(s), I consider my level of performance was impaired.

2 A1-R1 ACADEMIC STATUTE, SECTION 5, AEGROTAT CIRCUMSTANCES

Where a student considers their performance in an assessment may be affected by any circumstance or situation which they could not have reasonably prevented, they may apply for an 'aegrotat pass'. This covers situations in which the student has been unable to complete the assessment or has completed the assessment but believes that their level of performance has been impaired.

5.1 Aegrotat provisions only apply to achievement-based assessments where there is a requirement to complete the assessment within a specific period of time and an extension is not possible. Aegrotat provisions do not apply where a further assessment attempt is available to students.

5.2 The student must submit a Request for Aegrotat Pass to the programme manager prior to the assessment event. Under exceptional circumstances the institution may waive this requirement, provided that notification is received no more than five (5) working days after the assessment due date.

5.3 A request made because of illness or injury must be accompanied by a certificate from a registered medical practitioner or an allied health professional (who is a member of an association with a code of ethics) dated within three (3) working days of the assessment.

5.4 The certificate must state that, in the opinion of the practitioner, the student was:
suffering from illness or injury, either immediately before or during the assessment, of sufficient degree to certify the student unfit to take the assessment not responsible for his/her illness/injury.

5.5 The student meets all costs associated with the provision of a certificate or other documentary evidence.

5.6 A request made because of exceptional circumstances beyond the student's control must be accompanied by independent documentary evidence. The evidence must be in a form suitable for submission to an independent referee in case of doubt.

5.7 The programme manager may waive or vary these requirements where it is not practically possible for the student to meet them.

5.8 Aegrotat passes are granted only to a student whose in-course summative assessment results indicate they almost certainly would have passed the assessment.

3 DECLARATION

- I have attached all required evidence, medical certificate, independent documentary evidence or written submission to this form in support of my application.

WelTec Student ID

Student's signature

Date

OFFICE USE ONLY Aegrotat Pass application is valid: yes no If Yes, Aegrotat Pass is: Recommended Not Recommended

Board of Studies Achievement Sub-Committee Use Only Aegrotat Pass is: Approved Not Approved

Date: